Designer Express User Guide

English Edition

Rev-1112

© 2012 Euro Plus d.o.o. All rights reserved.

Euro Plus d.o.o.
Poslovna cona A 2
SI-4208 Šenčur, Slovenia
tel.: +386 4 280 50 00
fax: +386 4 233 11 48
www.nicelabel.com
info@nicelabel.com

Table of Contents

Table of Contents 2
Introduction 5
Welcome to NiceLabel 5
About this Manual 5
About this Manual 5
Typographical Conventions 5
Setting Up the Software 6
User Interface 6
Main Window 6
Mouse Wheel support 6
Shortcuts 6
Using the Keyboard and Mouse Effectively 8
System folder 8
Welcome Wizard 9
Use Project Folders 9
Designing Labels 11
Using Label Setup Wizard 11
Using Label Setup Wizard 11
Selecting Printer 11
Stock 12
Defining the Page Size 13
Selecting Label Orientation 14
Defining Label Dimensions 14
Designing a Basic Label 15
Overview 15
Create a Basic Label 16
Create a New Label 16
Select a Printer 16
Define Label and Page Dimensions 17
Enter Non-Changing Text 19
Insert Barcodes 20
Insert Pictures 21
Save a Label 22
Use Alignment Tools 22
Use Drawing Tools 23
Add Variable Fields 24
Overview 24
Create Keyboard Entry Variable Fields 24
Create Serialized Data Variable Fields (Counters) 25
Create Date and Time Variable Fields 25
Use Prefix or Suffix Options 26
Change Printer Settings 27
Change Common Printer Settings 27
Change Dithering Options 27
Using Toolbars 28
Using Standard Toolbar 28

Using Toolbox 29
Using Text Toolbar 29
Using Design Toolbar 30
Working with Objects 30
Defining Objects 30
Defining Text Object 30
Defining Barcode Object 30
Defining Picture Object 31
Defining Rectangle Object 31
Defining Line Object 31
Defining Ellipse Object 32
Defining Inverse Object 32
Using Text Wizard 33
Text Wizard 33
Text Wizard - Choosing Variable Text 34
Text Wizard - Keyboard Input 34
Text Wizard - Counter 35
Text Wizard - Counter Continuation 36
Text Wizard - Date Field 37
Text Wizard - Time Field 37
Text Wizard - Database 38
Text Wizard - Prefix and Suffix 39
Text Wizard - Linked Field 40
Text Wizard - Visual Basic Expression 41
Using Barcode Wizard 42
Barcode Wizard 42
Barcode Wizard - Choosing Variable Barcode 42
Barcode Wizard - Keyboard Input 43
Barcode Wizard - Counter 43
Text Wizard - Counter Continuation 43
Barcode Wizard - Date Field 43
Barcode Wizard - Time Field 44
Barcode Wizard - Database 44
Barcode Wizard - Prefix and Suffix 44
Barcode Wizard - Linked Field 44
Barcode Wizard - Visual Basic Expression 45
Using GS1-128 Wizard 45
Using GS1-128 Wizard 45
Step 1: Choosing the application identifier 46
Step 2: Application Identifier Input Type 48
Step 3: Entering the value for the Application Identifier 48
Calculating Check Digit 50
Defining New Variable 50
Step 4: List of selected application identifiers 51
Selecting Barcode Type 52
Settings for Advanced Barcodes 52
GS1-128 Barcode 52
PDF 417 2D Code 52
DataMatrix Barcode 53
MaxiCode 2D Code 54
Edit Barcode Dialog Box 54
General Tab 54
Check Digit Tab 55
Human Readable Tab 56
Details Tab 57
Supported Barcode Types 58
Selecting Objects 59

Editing Objects 59
Moving Objects 59
Aligning Objects 59
Resizing Objects 60
Rotating Label 60
Rotating Objects 61
Supported Graphics Formats 61
Working with Pictures 61
Working with Variable Data 62
Dynamic Data Overview 62
Working with Databases 62
Using Data from the Databases 63
Database Wizard 63
Using Database Wizard 63
Selecting Database File 64
Selecting Desired Fields 65
Selecting Which Records will be Printed 66
Selecting Variable Quantity from the Database Field 67
Adding the Fields to the Label 67
Link Label to Text Databases 67
Overview 67
Connect to a Database 68
Format the Data with the Text File Wizard 69
Place Database Fields on a Label 71
Use Print Preview to Select Data an View a Label 72
Print a Label 73
Using Text File Wizard 74
Text File Wizard 74
Choosing Data Type 74
Setting the Fields 75
Formatting the Fields 77
Available Date Formats 77
Available Time Formats 78
Using Contents Mask 79
Work with Visual Basic Expressions 79
Using Expression Editor 80
Printing and Previewing Labels 81
Previewing Pictures 81
Preview and Print a Label 81
Optimize the Printing Speed 82
Technical Support 83
Online Support 83

Introduction

Welcome to NiceLabel

NiceLabel is a family of professional labeling software products that brings a complete barcode printing solution and RFID Smart Label printing to desktop, mobile and enterprise users. NiceLabel offers an easy-to-use interface and meets any label design and printing requirement for efficient label printing solutions to users in retail, logistics, healthcare, chemical, automotive and other industries.

The latest software is available for free download on the NiceLabel website at www.nicelabel.com.

About this Manual

About this Manual

The User Guide helps you design and print labels quickly.

The User Guide contains the following sections:

Introduction: This chapter will introduce you to NiceLabel software.

Installation and Activation: Learn how to install and activate the labeling software.

Setting up NiceLabel Software: Learn how to set up and customize software to your preferences.

Designing Labels: Learn how to create labels. You should refer to this chapter regularly while designing labels, until you have completely familiarized yourself with the commands. By using the information contained in this chapter, you will be very quickly able to use labeling software efficiently.

Printing and Previewing Labels: Learn how to print and preview labels.

Technical Support: Contacting technical support.

Typographical Conventions

Text that appears in **bold** refers to menu names and buttons like the **OK** button.

Text that appears in *italic* refers to options, confirming actions like *Read only* and locations like *Folder*.

Text enclosed in <Less-Than and Greater-Than signs> refers to keys from the desktop PC keyboard like <Enter>.

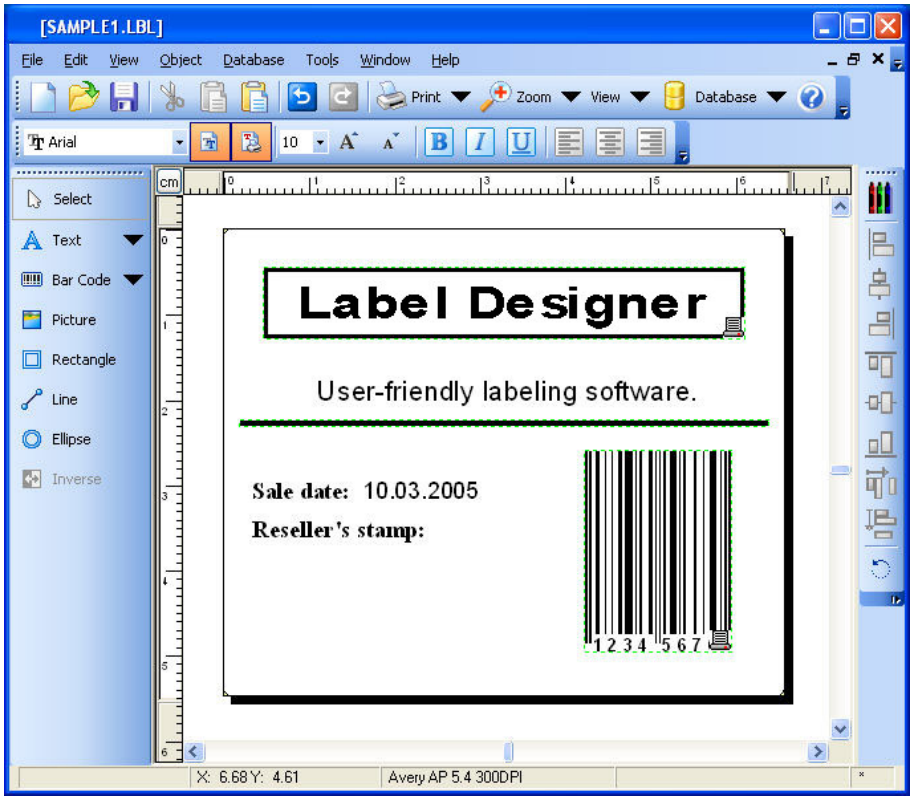
Variables are enclosed in [brackets] like [variable].

Setting Up the Software

User Interface

Main Window

This is labeling application main window.



Mouse Wheel support

If you have mouse, that has a wheel in place of the middle button, you can use it to speed-up zooming and scrolling a lot:

- Turning the wheel, scrolls the label up or down.
- Holding <SHIFT> and turning the wheel scrolls the label left or right.
- Holding <CTRL> and turning the wheel, zooms the label in or out.

Shortcuts

Delete	**Deletes selected object**
Ctrl + X	**Cut**
Ctrl + C	**Copy**

Ctrl + V	**Paste**
Alt + Backspace	**Undo**
+ (on numeric pad)	**Zoom In**
- (on numeric pad)	**Zoom Out**
Alt + Shift + Back-space	**Redo**
Ctrl + T	**Rotate 90°**
Ctrl + A	**Align**
Ctrl + Z	**Undo**
Ctrl + Y	**Redo**
Ctrl + N	**New**
Ctrl + O	**Open**
Ctrl + S	**Save**
Ctrl + P	**Print**
Ctrl + R	**Print preview**
Ctrl + move the object with mouse	**Parallel moving of the object by main axes only.**
Alt + move the object with mouse	**Objects snap to grid even if it is off.**
Ctrl + move the object with cursor keys	**Fine tuning the position of the object.**
Shift + cursor keys	**Fine tuning the dimensions of the object, resize width and height in very small steps.**
Right-clicking the object	**Opens pop-up menu with shortcuts to commands. The content of the pop-up menu greatly depends on where you clicked your mouse button and what was selected at that time.**
Enter F2 or double-click	**Opens properties dialog box of the selected element.**

Using the Keyboard and Mouse Effectively

When selecting objects you can use <CTRL> key to adjust object's anchoring point by clicking the object placeholders.

If you have a Wheel Mouse, you can use the wheel to scroll label up and down. Holding <CTRL> when rotating the wheel adjusts zoom factor, <SHIFT> scrolls label left or right.

Double click on printer's name in status bar opens printer properties dialog box in which you can set various options regarding currently selected printer. If you hold <CTRL> while double clicking, printer setup dialog box is opened, in which you can select different printer.

You can quickly move objects from one open label to another by simply dragging desired object to another window while holding <ALT>. If you want to copy objects instead, hold both <ALT> and <CTRL>. Note that you must have both label windows visible to do that.

Different objects on label can be selected using the <TAB> and <SHIFT>+<TAB> keys.

Pressing cursor keys while holding <Ctrl> key can move currently selected object. This can be used to fine-tune position of the object. Holding <SHIFT> while pressing cursor keys will resize the object.

You can use the right mouse button almost anywhere on label to access most common options for that area/object. For example, if you click an object with right mouse button, a pop-up menu is displayed that contains options and actions that can be performed on selected object. Similarly clicking the other parts of label produces pop-up menu with options for that part of label.

Multiple objects can be selected by holding <SHIFT> while clicking them.

Use the element shortcuts in toolbars whenever possible. Each label element that can be connected to some Contents Provider, has a shortcut enabled to quickly access existing variables or define new ones. Click the element's shortcut handle for this shortcut. It is shown as a small arrow by the side of some toolbox icons.

System folder

The labeling application uses its system folder for storing files needed to run the program. The location of the folder varies depending on the Windows operating system used.

The location of the System folder is c:\Documents and Settings\All Users\Application Data\EuroPlus\NiceLabel Express 6\system\.

It is vitally important to own **the write access** to this folder on your computer system and the right to write to and modify files in this folder.

Note: The Network clients use the System folder on the network server. If you have Network edition all clients must have the full access also to the System folder on the server.

The labeling software stores important system settings in the System folder, as follows:

- User data and user rights
- Custom application settings
- Label printing logs
- Barcode standards
- Definition of global variables (GLOBALS.TDB).

Welcome Wizard

When you start the labeling software a Welcome Wizard will be shown. It provides a quick access to most used commands when starting working on a label layout.

Create a new label	**A blank label will be created and Label Setup Wizard will be started. You will be able to design a new label from a scratch.**
Open recently used label	**A list of recently used labels will be displayed to provide a quick access to commonly used labels.**
Open some other existing label	**A common Windows dialog box will open to let you browse for the appropriate label file.**

Use Project Folders

You should always design the appropriate folder layout on disk for your label projects. With that in mind you can increase your work efficiency significantly and always know where certain types of files are stored. The applications also finds required files faster this way.

Using consistent folders is important with more demanding projects, where you have a lot of labels, databases, pictures and printing forms. Of course, you can always change the file location in application preferences (**Tools -> Options**). But this approach is not really recommended, when you work with different projects and do not want to mix the files between the projects.

You should do the following:

1. Make a separate folder for each project, you are building, e.g. Project1.
2. Beneath this folder make the following subfolders.
    - Database (for databases)
    - Forms (for forms)
    - Graphics (for images)
    - Labels (for labels)

Note: Use the English names for the folders.

3. Store appropriate files in each of these subfolders.
4. Do not change any folder location in application preferences (Tools -> Options).

When the applications will require some file the relative links between the files is always the same. Even if you copy the main project folder to some other location or disk, the relative links between the subfolder Database, Forms, Graphics and Labels remain the same.

For example: The image is placed on the label. The original image location was c:\My Project 10\Grahics\logo.jpg on your local disk. When the label project for the customer is complete, you copy the folder structure "My Project" to the customer's computer and rename it to "Labels". The location is d:\Labels. Because you use the subfolders, the relative link between the label in

Labels folder and the image logo.jpg in the Graphics folder is the same. The application can find the image.

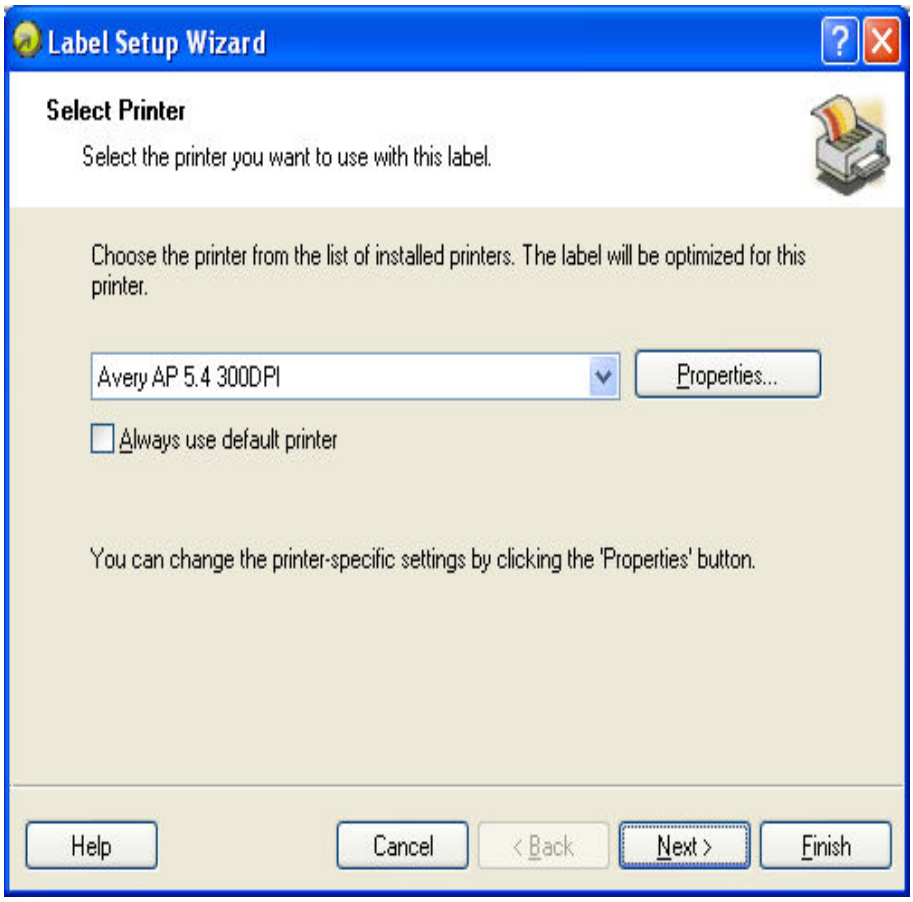
Designing Labels

Using Label Setup Wizard

Using Label Setup Wizard

Label Setup Wizard offers defining dimensions of the label and changing printer setup. It consists of a few simple steps. Click on the **Related Topics** button for more information.

Selecting Printer


Label Setup Wizard
Select Printer
Select the printer you want to use with this label.
Choose the printer from the list of installed printers. The label will be optimized for this printer.
Avery AP 5.4 300DPI
Properties...
Always use default printer
You can change the printer-specific settings by clicking the 'Properties' button.
Help
Cancel
< Back
Next >
Finish

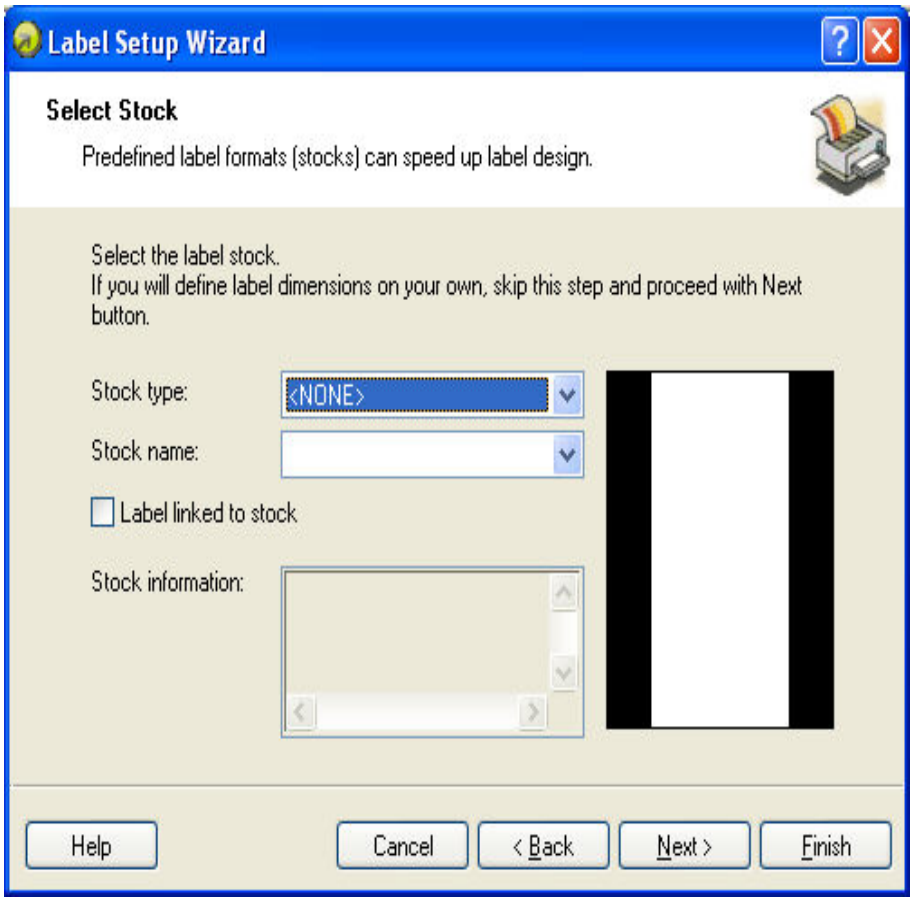
Label setup Wizard - Selecting printer

Select desired printer and optionally click **Properties** button if you want to set the printer parameters. Print setup dialog box is shown, allowing you to set the printer parameters such as print speed, print darkness and print direction. Note that this is standard Widows printer setup dialog box and its options may differ from printer to printer as it is based on the printer driver.

If the check box **Always use default printer** is checked, the default window's printer and its settings will be used always when opening this label.

Click the **Next** button to continue with the next step.

Stock


Label Setup Wizard
Select Stock
Predefined label formats (stocks) can speed up label design.
Select the label stock.
If you will define label dimensions on your own, skip this step and proceed with Next button.
Stock type:
<NONE>
Stock name:
Label linked to stock
Stock information:
Help
Cancel
< Back
Next >
Finish

Label setup Wizard - selecting Label Stock

If you use one of the standard predefined label formats, you can specify it here.

Stock Type: Select the type of stock.

Stock name: Select the stock from the list.

Stock information: The information about label dimensions, printer settings, background images as defined by the selected stock.

Label linked to stock: If you enable this option, you cannot change the dimensions of the label, because the stocks locks the dimensions.

Note: Using pre-defined stocks simplifies the process of label creation as you do not have to define the label dimensions manually.

Click on the **Next** button to continue with the next step.

Defining the Page Size

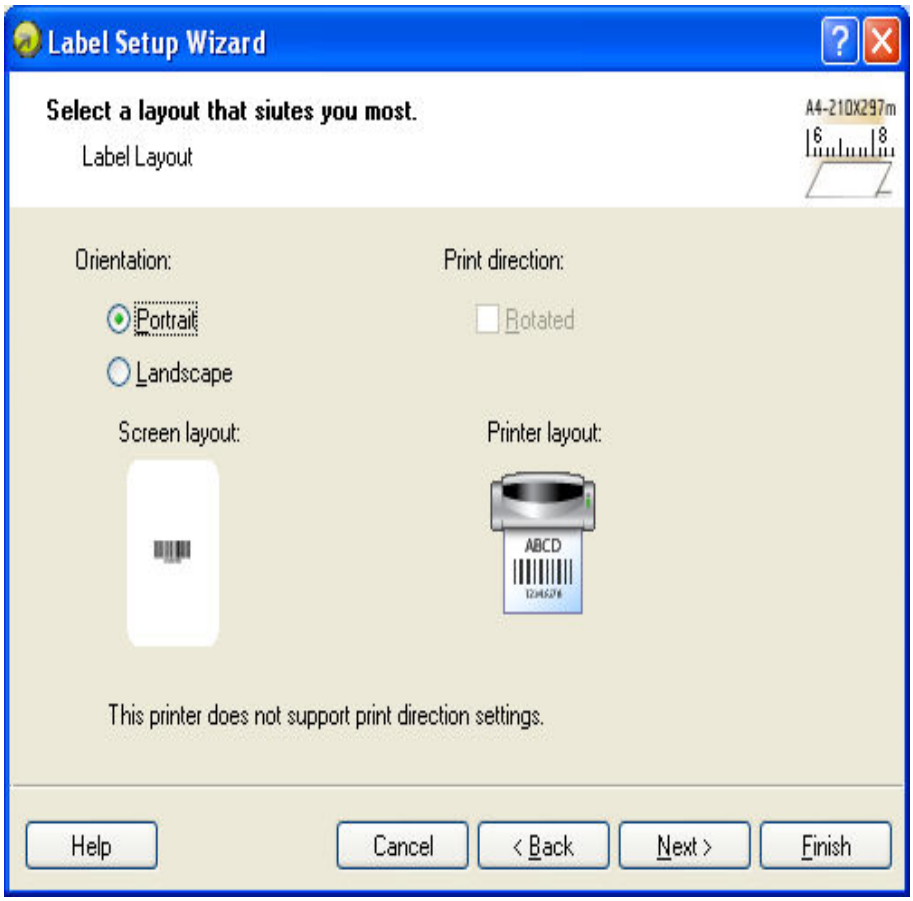
Label setup Wizard - choosing Label Dimensions

Select the page size for your labels. This step is only necessary for the office printers.

Automatic Sizing: Tick this option, if you are using thermal printer with NiceLabel Printer Drivers. The labeling software and NiceLabel Printer Drivers will negotiate about the label dimensions.

Click on the **Next** button to continue with the next step.

Selecting Label Orientation



Selecting label layout

Orientation: Select the label orientation. Look at the screen and printer layouts for suggestion how the label will really be printed from the printer. The general rule is that "portrait" is orientation in which the label exists the printer.

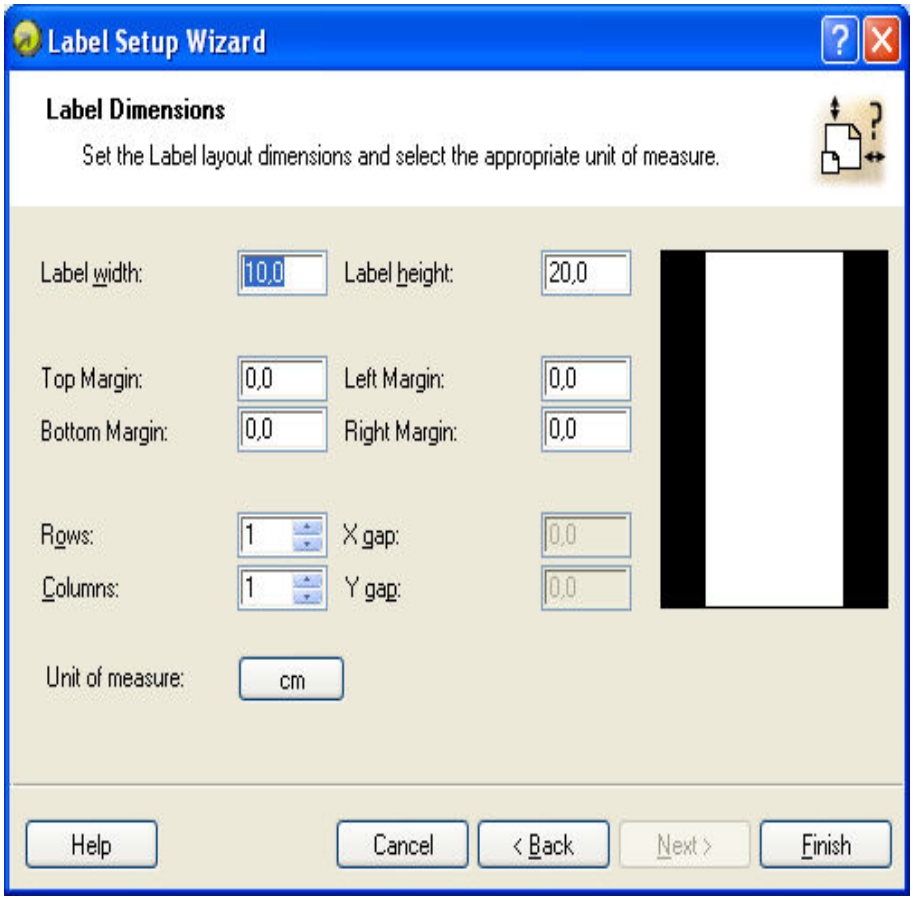
Print directions: Tick the option **Rotated** to rotate the label for 180 degrees, when printed.

Click on the **Next** button to continue with the next step.

Defining Label Dimensions

Here you can enter the label dimensions.

Note: The values for dimensions are entered automatically if you selected the label stock in the previous step.



Label setup Wizard - defining the label format

Width, height: Define the label dimensions.

Margins: Define the label margins.

Rows, columns: Define the number of labels in horizontal and vertical directions. This option is commonly used with office printers (laser and inkjet printers).

Gaps: Define the gaps between the labels.

Note: Define gaps only if you have changed rows and columns option. If you have rolls of labels, the gaps between the labels are auto-identified by the gap sensor in the printer.

Unit of measure: Change the unit of measure you want to use.

When you are satisfied with the label dimensions, click on the **Finish** button to close the Label setup wizard.

Designing a Basic Label

Overview

In this section you will learn how to design a simple label file with fixed and variable objects. The variable objects can obtain values from several sources. You will learn how to:

- Provide object values with a keyboard prompt.
- Obtain object values from a database.

- Preview the label on the screen.
- Print the label.

The label you create will look like this:

Basic label

Create a Basic Label

Create a New Label

To create a basic label, do the following:

1. Open the labeling software.
2. Select **New label** under **File** menu or click on the icon in the standard toolbar.

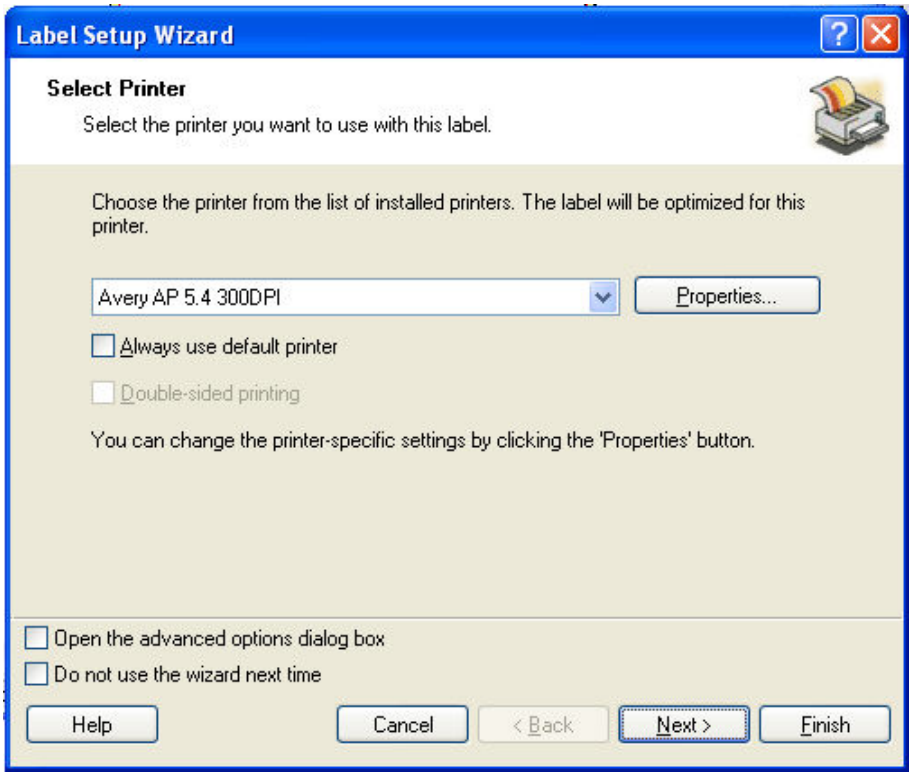
Each time you create a new label, a Label Setup Wizard will start to help you setup the label and connect to the printer.

Note: You can leave the Wizard at any time and accept the default settings for the label by clicking on the **Finish** button.

Select a Printer

1. Select the printer you want to use for label printing.

Note: If you don't find your printer on the list, refer to chapter **Install Printer Driver** for installation instructions.

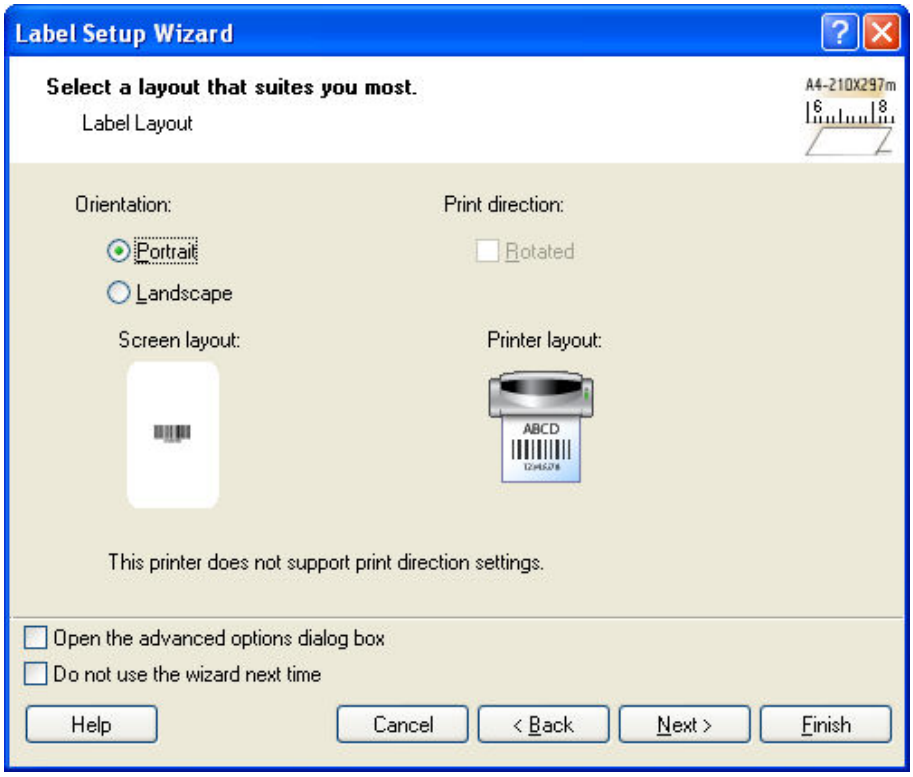

Label Setup Wizard
Select Printer
Select the printer you want to use with this label.
Choose the printer from the list of installed printers. The label will be optimized for this printer.
Avery AP 5.4 300DPI
Properties...
Always use default printer
Double-sided printing
You can change the printer-specific settings by clicking the 'Properties' button.
Open the advanced options dialog box
Do not use the wizard next time
Help
Cancel
< Back
Next >
Finish

Selecting a printer

2. Click on the **Next** button.

Define Label and Page Dimensions

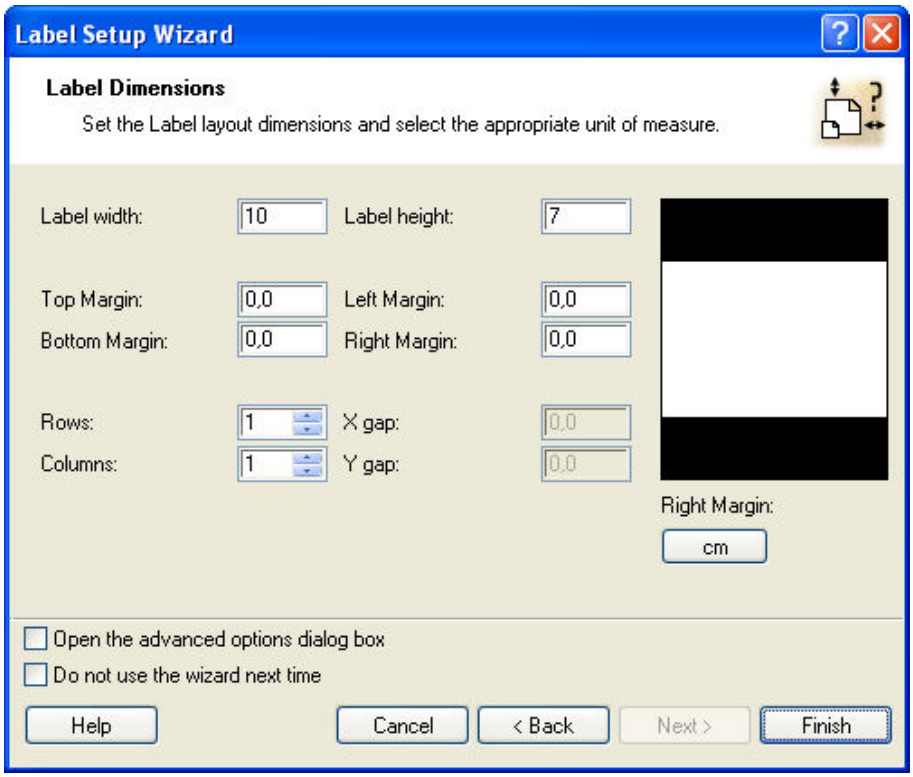
1. If you want to use the label stock, select your choices in the window **Select Stock**.
2. Click on the **Next** button. A new window will open to define the label dimensions manually.
3. Leave the option Page Size on 'User defined' default and check **Automatic Sizing**.
4. Click the Next button. A new window will open.
5. Select label orientation and print direction.



Selecting label layout

6. Click on the **Next** button. A new window will open.
   Enter 10 for label width and 7 for label height.

Note: Dialog box differs from thermal and office printers.



Defining label dimensions

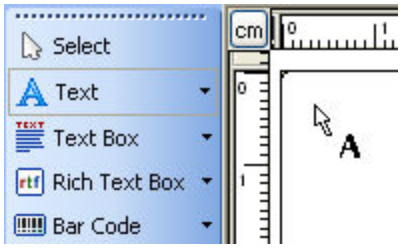
Note: To change the unit of measure from centimeters to inches or other supported units, click on the button with unit of measure below the label preview in the dialog box.

7. Click on the **Finish** button. New empty label will open.

Enter Non-Changing Text

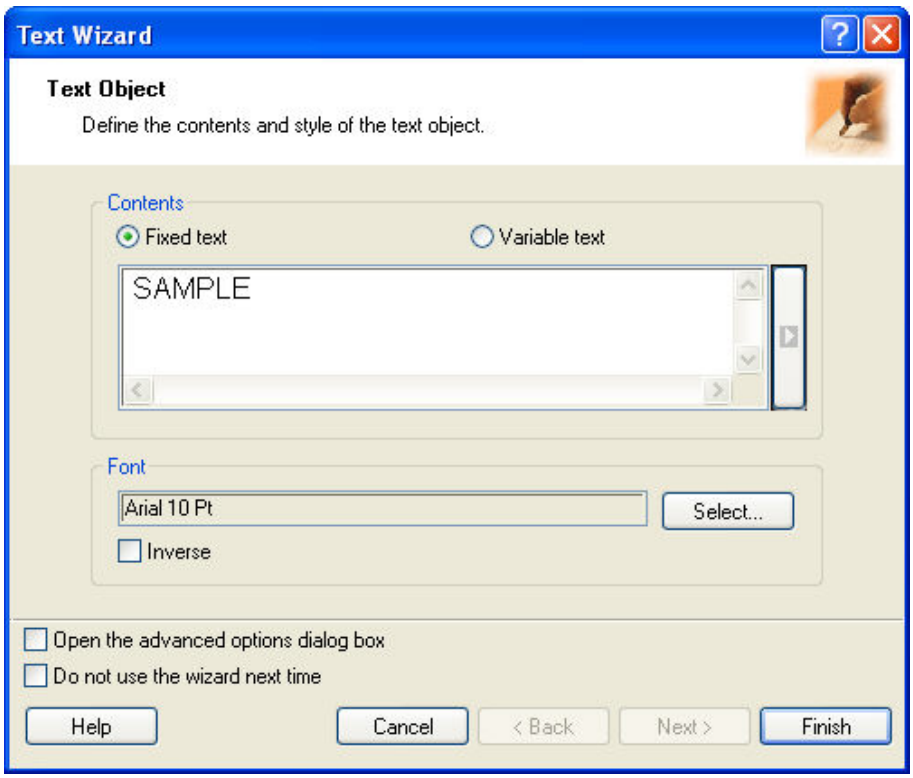
1. Click on the

button in the Toolbox. The text cursor appears on the screen.



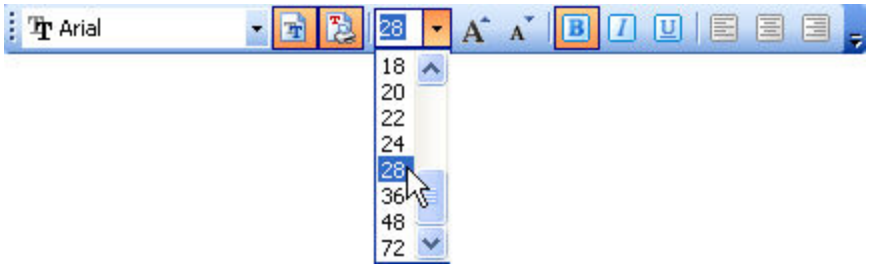
Cursor for text object

2. Move the cursor to the location on the label where you want to place the text object and click on the mouse button.
   The dialog box with object properties will open.
3. Enter the text "SAMPLE" and click on the Finish button.



Entering content for text object

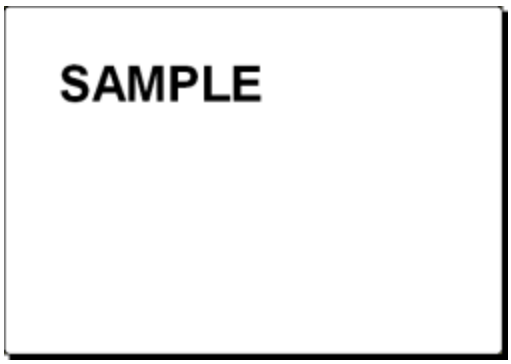
4. Click on the text object to select the object.
5. Change the font for the text object using the Text toolbar.
   Choose Arial font, 28 point size and bold style.



Using format options in the text toolbox

6. To change the position and size of the text object, select the text object and drag object with your mouse to the position where you want to have it.

The screen should show the following:



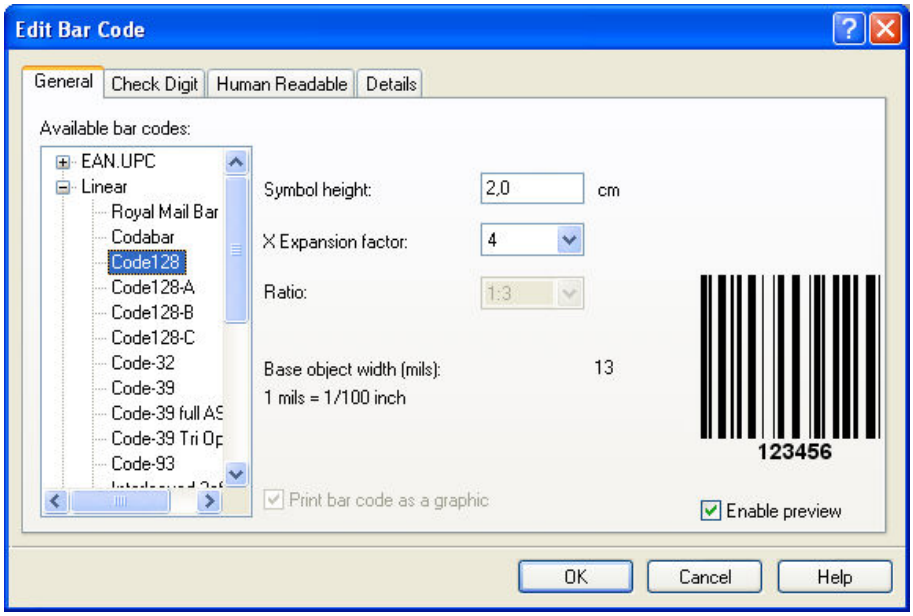
The text object is placed on the label

Insert Barcodes

Now you will add a non-changeable Code128 barcode on the label.

1. To insert the barcode, click on the

button in the **Toolbox**.
2. Move the cursor to the desired position on the label and click on the mouse button.
3. The dialog box with object properties will open.
4. Enter the value 1234567890 for the barcode contents.
5. Click on the **Define** button.
   Edit Barcode dialog box opens.
6. Make sure you select barcode Code128 and click on the OK button.



Selecting barcode type

7. Click on the Finish button to return to the label.
8. Change the position of the barcode by selecting the barcode and dragging it to the desired position.
9. Change the object size by dragging the object handles. The handles are small rectangles surrounding the object when it is selected.

The label should now show the following:

Label with text and barcode objects

Insert Pictures

The labeling software works with BMP, PCX, GIF, WMF, JPEG and many other popular graphic formats.

1. To insert the picture, click on the button in the Toolbox.
2. Move the cursor to the desired position on the label and click on the mouse button.
3. The Open dialog box will open allowing you to browse for your picture on your hard drive. Go to the folder Sample Graphics and select the picture LEISURE.WMF. Click on the Open button.

The screen should show the following:

Label with text, barcode and picture objects

Save a Label

Always save your label during the design process. To save a label, do the following:

1. Select the icon.
2. Type in the name of the label. For example, enter 'label' for the name of the label.
3. The name of the label is visible in the program caption.

Name of the label in the program caption

Use Alignment Tools

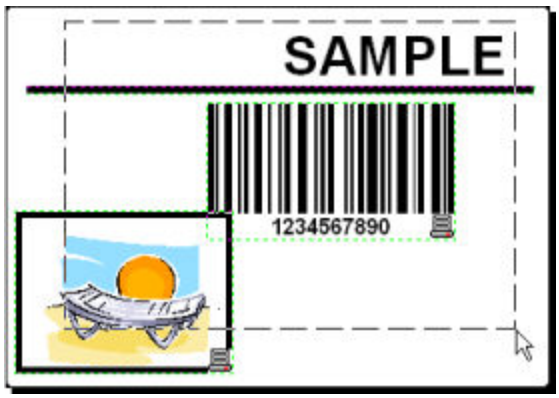
You have placed the objects on the label. Now you want to make sure they are aligned on the horizontal center of the label. You can align objects on the label by using the Align toolbar on the right side of the working window.

To align objects on the label, do the following:

1. Select all objects on the label.

Note: The first object you select determines the alignment orientation for all selected objects.

2. Choose a select arrow in the **Toolbox** and draw a frame around all objects to select all objects.



Selecting the objects on the label

3. In the Align toolbar on the right, click on the icon to arrange the objects.
   The selected objects will be rearranged and positioned on the horizontal center on the label.

Note: There are also other alignment commands available in the Align Toolbar.

Note:
You can also align the objects to the label grid. The option Snap to Grid is available in the View menu.

Use Drawing Tools

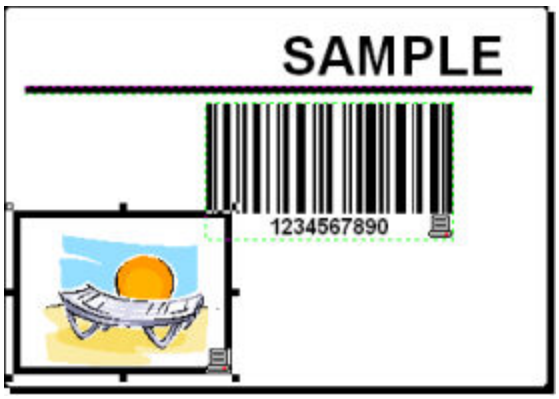
Now you will insert a line to separate a text object from other objects and a rectangle around the picture object.

1. Select the

icon from **Toolbox** and move the cursor to the required starting point of the line.
2. Press and hold down the mouse button while drawing the line. Move the mouse to the end position of the line and release the button. The Line object is placed on the label.
3. Click on the

icon in the **Toolbox** and point the mouse to the upper left corner of the picture.
4. Click and hold the mouse button while you stretch the rectangle to the lower right corner of the picture.
5. To change the thickness of the vertical and horizontal line, double-click on the rectangle object to open its properties. Select the thickness you want and click on the **Finish** button.
6. To edit the drawing object, double-click on the line or rectangle to open the dialog box with its properties.

The label should show the following:



Label with fixed objects

Add Variable Fields

Overview

You may want to print the label on which the data changes for each label. The labeling software offers different variable fields (counters, date/time fields, operator's input from the keyboard) that you can use with text, graphics and barcode objects.

For this example a new label was created. The following steps explain how to create a label that contains a prompted field, a counter and date/time fields. The captions in the following screenshots were added separately.

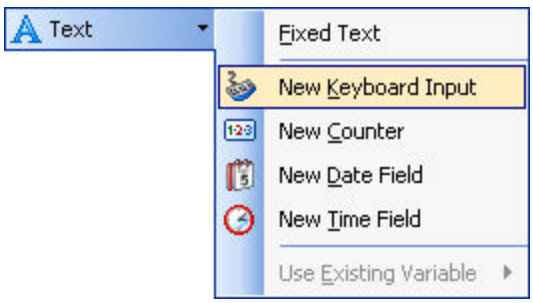
The left label shows design mode, the right two labels are two consecutive labels from print preview

Create Keyboard Entry Variable Fields

The content of a prompted field can be different for every print job. Before you print the label, you enter the value for the field.

1. Click on the small arrow next to the

icon in the **Toolbox** to display a list of available variable types.
2. Select **New Keyboard Input** from the list and click on the label where you want to position the object.
   A dialog box with the Variable Wizard will open.



Creating new keyboard input variable field

3. Type 'Enter product name' for the option Display this text to the print operator.
4. Click on the **Finish** button. The cursor changes its shape to an arrow with a text object.
5. Click on the label where you want to position the prompted field.

The text object is placed on the label and linked to the new variable.

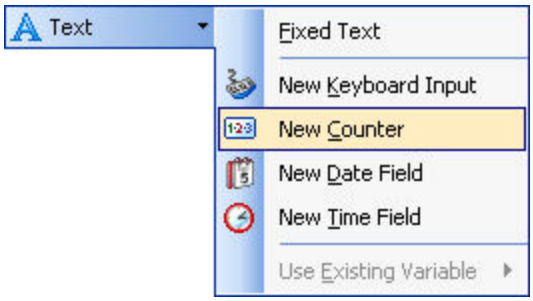
Note: When you print the label, you will be prompted to enter the product name, which will be shown in preview on the label and on the printed label.

Create Serialized Data Variable Fields (Counters)

Now create a counter field on the label. The value of that variable field will automatically increase by one on every label.

1. Click on the small arrow next to the

icon in the **Toolbox** to display a list of available variable types.
2. Select **New Counter** from the list.
3. A dialog box with counter properties opens.



Creating new counter variable field

4. Leave everything as default so that the counter will always start from 1 and increase by one on each label.
5. Click on the **Finish** button.
6. Click on the label where the counter should be placed.

The new variable is linked to the text object on the label.

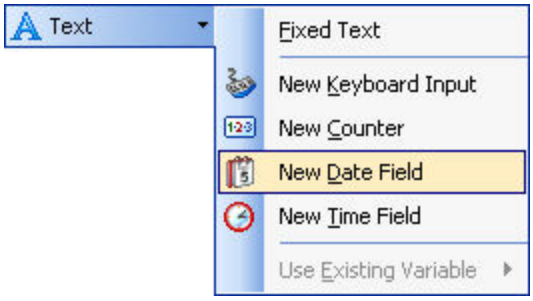
Note: Typically, the counter will increase by 1 on each label. For example, 1, 2, 3, 4, 5, etc. You can also define different incremental steps.

Create Date and Time Variable Fields

Content of the variable field can be filled automatically with the date or time stamp from the computer clock or printer clock (for supported printer models).

1. Click on the small arrow next to the

icon in the **Toolbox** to display a list of available variable types.
2. Select **New Date Field** from the list. A dialog box with date properties opens.



Creating new date variable field

3. Leave everything as default and the date will be used on the label using the format as defined in your Windows operating system.

To place a time stamp on the label, do the following:

1. Click on the small arrow next to the

icon in the Toolbox to display a list of available variable types.
2. Select **New Time Field** from the list.
3. Click on the **Finish** button.
4. Click on the label where the counter should be placed.
   The new variable is linked to the text object on the label.

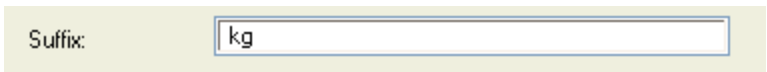
The date and time fields are updated when you preview or print the label. In this example the values will come from the system clock of your computer.

Use Prefix or Suffix Options

You can add a prefix and suffix to each variable field on the label. Both are added to the value when you preview and print the label.

1. Click on the small arrow next to the

icon in the Toolbox to display a list of available variable types.
2. Select **New Keyboard Input** from the list.
3. A dialog box with variable properties will open.
4. Type the text 'Enter product weight' for the option Display this text to the print operator. Set the allowable characters to digits and click on the **Next** button.
5. Enter ' kg' for the **Suffix** option.



Defining the variable suffix

6. Click on the **Finish** button.
7. Click on the label where you want to position the prompted field.
   The text object is placed on the label and linked to the new variable. When you will preview or print the label, the suffix ' kg' will be appended to the entered value on the right side.

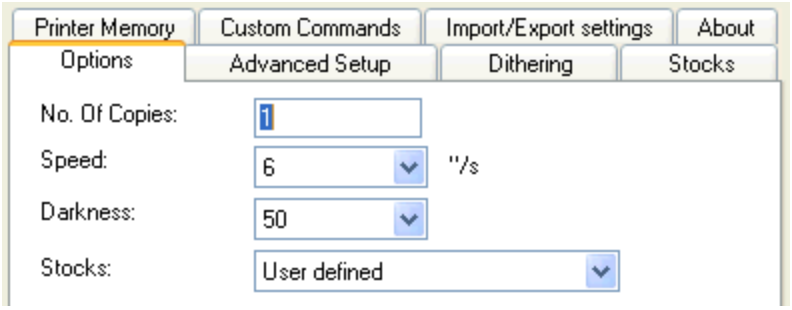
Change Printer Settings

Change Common Printer Settings

When you start designing a label you specify to which printer the label should be connected. Each label file remembers the printer settings for the selected printer driver on the label.

As an example, you will change the printing speed and darkness. To change the printer settings, do the following:

1. Go to File – Printer Settings. The window with the printer settings will open.
2. Open the Options tab.
3. Change the **Speed** and **Darkness** options.
4. Click on the **OK** button.
5. Save the label by clicking the button in the Standard toolbar or selecting the command **Save** in the File menu.



Printer driver properties

Note: Any changes in the printer settings dialog box will be saved to the label and applied to future print actions.

You can also change the printer settings right before the label is printed.

1. Select the **Print** command in the File menu.
2. Go to the **Printer** tab.
   This tab allows you to change the printer just before printing begins, but it also enables you to change common printer settings like speed, darkness and print direction.

Note: Changes to the settings in the Printer tab will not be saved in the label but used only at print time.

Change Dithering Options

Dithering is a process of converting color or gray scale pictures to black and white pictures that can be printed on thermal printers. Thermal printers normally cannot print color images and can either print a dot on the label or not. There are no intermediate shades of grey.

During the dithering process all colors and shades of grey in the picture are converted to black and white dots, creating the illusion of new colors and shades by varying the pattern of dots. Different shades of gray are produced by varying the patterns of black and white dots. There are no grey dots at all. In printing, dithering is usually called halftoning, and shades of gray are called halftones.

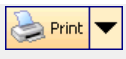
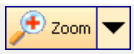
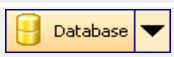
To change the dithering settings, do the following:

1. Go to File – Printer Settings. The window with the printer settings will open.
2. Open the **Dithering** tab.
3. Change the Dithering type option to suit your needs. Look at the preview on the right side how you can expect the selected type to be applied on the label.
4. Click on the **OK** button.
5. Save the label by clicking the button in the Standard toolbar or selecting the command **Save** in the File menu.

Using Toolbars

Using Standard Toolbar

Click on the icons in the standard toolbar will execute the following actions:

	Create new label.
	Open existing label.
	Save currently opened label.
	Cut the selected objects to clipboard.
	Copy the selected objects to clipboard.
	Paste the objects from the clipboard.
	Undo last action.
	Redo last action.
	**Access to the print functionality. Click on the small arrow for more commands.**
	**Access to the zoom functionality. Click on the small arrow for more commands.**
	Access to the view functionality. Click on the small arrow for more commands.
	Access to the variables. Click on the small arrow for more commands.
	**Access to the databases. Click on the small arrow for more commands.**
	Open the help file.

Using Toolbox

To use the toolbox, do the following:

1. Click on the icon in the toolbox to select the object.
2. Move the mouse over the label. See how the cursors has changed.
3. Click on the label where you want to place the selected object.

Some objects have additional shortcut on the right side of the icon. Using this shortcut you can quickly create a new object with fixed content, create a new variable and connect it to the selected object or connect the object to one already defined variable.

Using Text Toolbar

You can use text toolbar to quickly format the text objects on the label.

Here is how:

1. First select it the text object by clicking it.
2. Click the appropriate shortcut button in the text toolbar.
3. To change the font, select the appropriate font from the list in the list box.

Note: You can limit the display of fonts in the list. You can list all fonts on the system, only graphic fonts (truetype, opentype, type1, bitmap Windows fonts) or only thermal printer resident fonts. Click on the two icons next to the list of fonts.

4. To change the size of the text, click on the list with font sizes and select appropriate size. You can also click on the buttons and that will enlarge/reduce the size of the font to the next step.

Note: You can change the fonts size also directly on the label by resizing the text element with a mouse.

5. To format the text bold, italic or underline, click on the appropriate formatting buttons.

	Formats the selected text in bold style.
	Formats the selected text in italic style.
	Formats the selected text in underline style.

6. To change the alignment of the text object, click on the appropriate alignment buttons.

Note: These buttons are accessible only for multi-line text objects.

	Aligns text to the left edge.
	Aligns text to the horizontal center.

	Aligns text to the right edge.

Using Design Toolbar

The design toolbar is used for:

- Changing color of the objects.
- Aligning objects.
- Rotating objects.
- Arranging objects.

Working with Objects

Defining Objects

Defining Text Object

To place the text object on the label, do the following:

1. Click on the **Text** icon in the Toolbox.
2. Click the position on the label, where you want to place the object.
   Text Wizard dialog box will open.
3. Define the contents for the text object.
4. Click on the **Next** button to advance to the next step of the wizard.
5. Follow on-screen instructions in the next steps.
6. Click on the **Finish** button.

Note: Should you later want to edit the object, select it then double-click it. The wizard with properties appears.

Defining Barcode Object

To place the Barcode object on the label, do the following:

1. Click on the **Barcode** icon in the Toolbox.
2. Click the position on the label, where you want to place the object.
   Barcode Wizard dialog box will open.
3. Define the contents for the Barcode object.
4. Click on the **Next** button to advance to the next step of the wizard.
5. Follow on-screen instructions in the next steps.
6. Click on the **Finish** button.

Note: Should you later want to edit the object, select it then double-click it. The wizard with properties appears.

Defining Picture Object

To place the picture object on the label, do the following:

1. Click on the **Picture** object in the Toolbox.
2. Click on the label, where you want to place the picture.
   The **Open** dialog box opens.
3. Browse for the picture on the hard disk, then click on the **Open** button.

Note: Should you later want to edit the object, select it then double-click it. The wizard or dialog box with properties appears.

Defining Rectangle Object

To place the rectangle object on the label, do the following:

1. Click on the **Rectangle** icon in the Toolbox.
2. Click the position on the label, where you want the upper-left position of the object to be set.
3. Drag to bottom-right direction until the object size is as requested.
4. The other method of positioning the rectangle object on the label is simply selecting the Rectangle tool and then clicking the label. A default-sized rectangle will appear and you can resize it using handles around the object.

Note:
If you want to draw a square, grab a handle a on one of the rectangle corners, simultaneously press and hold Shift key, then resize the rectangle. A square will be drawn. For more useful short-cuts available in the software refer to the chapter **Shortcuts**.

4. To move a rectangle to a different position simply select it and drag it elsewhere on the label.

Note:
Should you later want to edit the object, select it then double-click it. The dialog box with properties appears.

Defining Line Object

To place the line object on the label, do the following:

1. Click on the **Line** object in the Toolbox.
2. Define the line starting point by clicking the mouse at the start position.
3. Move the cursor to the end point, while holding down the mouse button.
   A line will be drawn from the left to right side of the label.

Note: If you need to draw a vertical line, just click for starting point then drag the cursor in the up-down direction.

Defining Ellipse Object

To place the ellipse object on the label, do the following:

1. Click on the **Ellipse** icon in the Toolbox.
2. Click the position on the label, where you want the upper-left position of the object to be set.
3. Drag to bottom-right direction until the object size is as requested.
4. The other method of positioning the object on the label is simply selecting the Ellipse tool and then clicking the label. A default-sized ellipse will appear and you can resize it using handles around the object.

Note: If you want to draw a circle, grab a handle a on one of the ellipse corners, simultaneously press and hold Shift key, then resize the ellipse. A circle will be drawn. For more useful shortcuts available in the software refer to the chapter **Shortcuts**.

4. To move a ellipse to a different position simply select it and drag it elsewhere on the label.

Defining Inverse Object

To place the inverse object on the label, do the following:

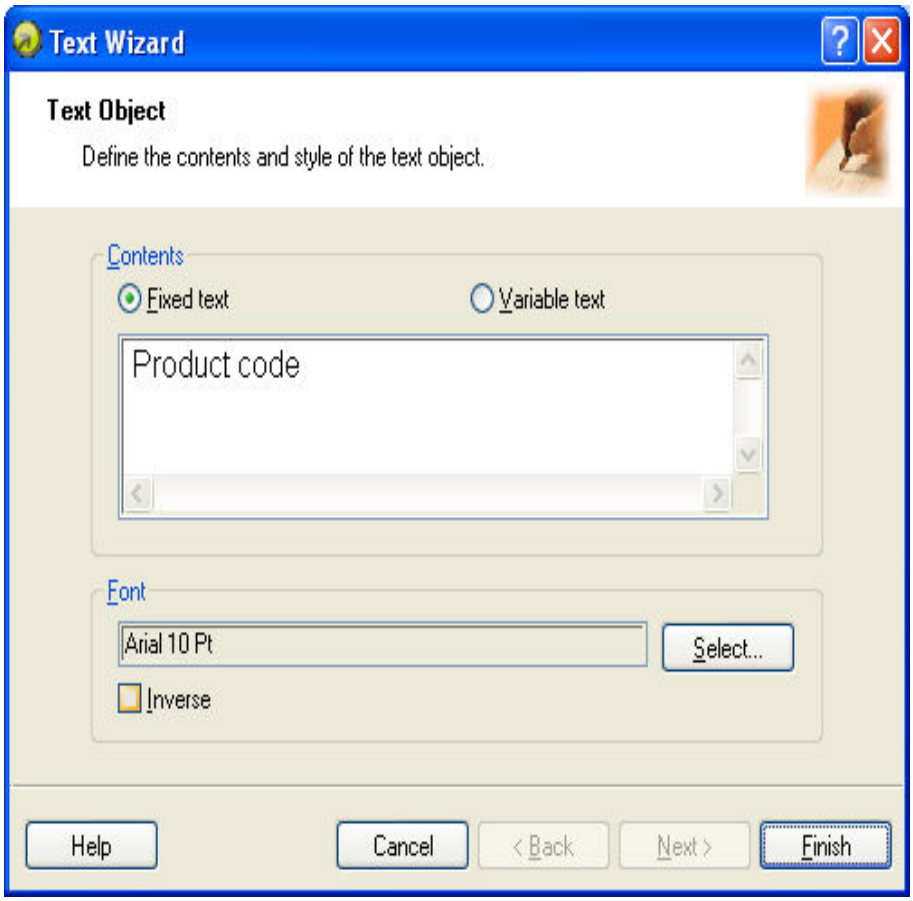
1. Click on the **Inverse** icon in the Toolbox.
2. Click the position on the label, where you want the upper-left position of the object to be set.
3. Drag to bottom-right direction until the object size is as requested.

Note: If you want to draw a square, grab a handle a on one of the rectangle corners, simultaneously press and hold Shift key, then resize the rectangle. A square will be drawn. For more useful shortcuts available in the software refer to the chapter **Shortcuts**.

4. To move a inverse to a different position simply select it and drag it elsewhere on the label.

Using Text Wizard

Text Wizard



First screen of Text Wizard

Text Wizard guides you to define all parameters for the text object.

Fixed text: Select this option if you would like to have a fixed non-changeable content of the object. If you select this option, you can enter the text directly in this dialog box.

Variable text: Select this option, if you would like to have variable content of the object. Defining the content is defined in the next step.

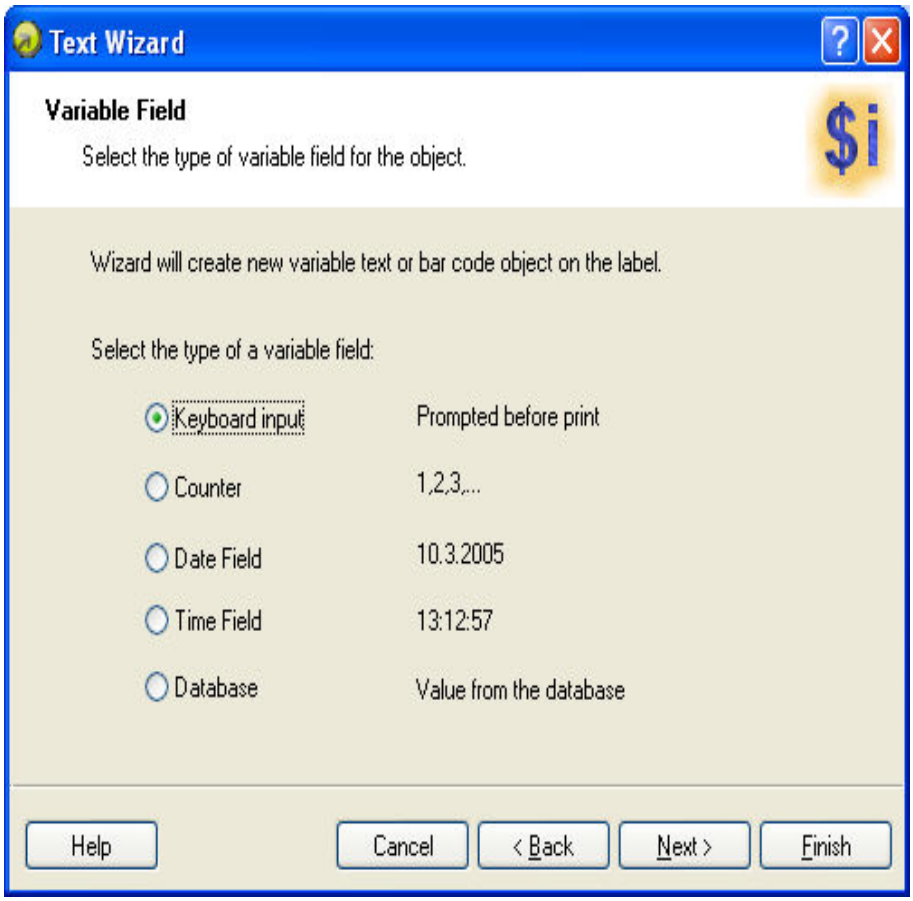
Font: Currently selected font type is shown in this field.

- **Inverse:** Enable this option to use the text in inverse.

Note: The option is not available for all printers.

- **Select button:** You can select different font type for this text object among available fonts in the system.

Text Wizard - Choosing Variable Text



Text Wizard - Choosing variable text

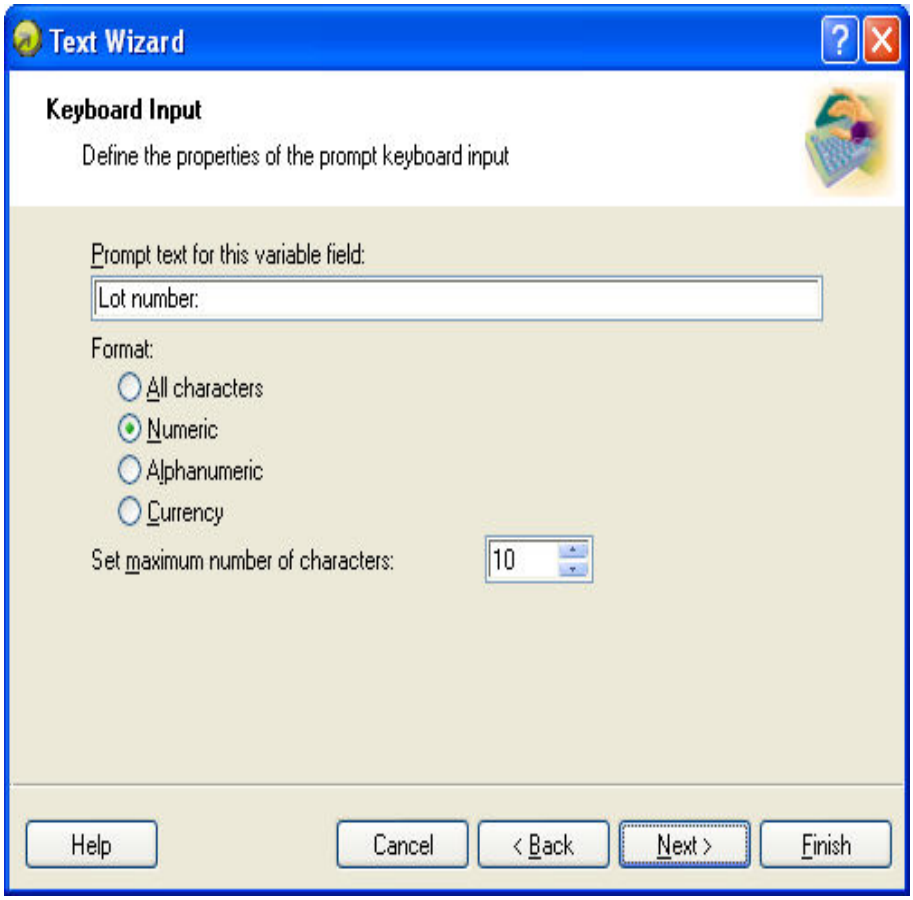
Select the type of the variable field you want to use. If some of the option in the list is not accessible, the functionality is not available.

Variable name: Type in the name of the variable that will be linked to the barcode object and will provide the value for it.

The next page of the wizard depends on your selection here.

Text Wizard - Keyboard Input

Use this variable type when you want the operator to enter a value of the variable from the keyboard before printing the specified numbers of labels.



Dialog box for Text Wizard when Keyboard input option is chosen

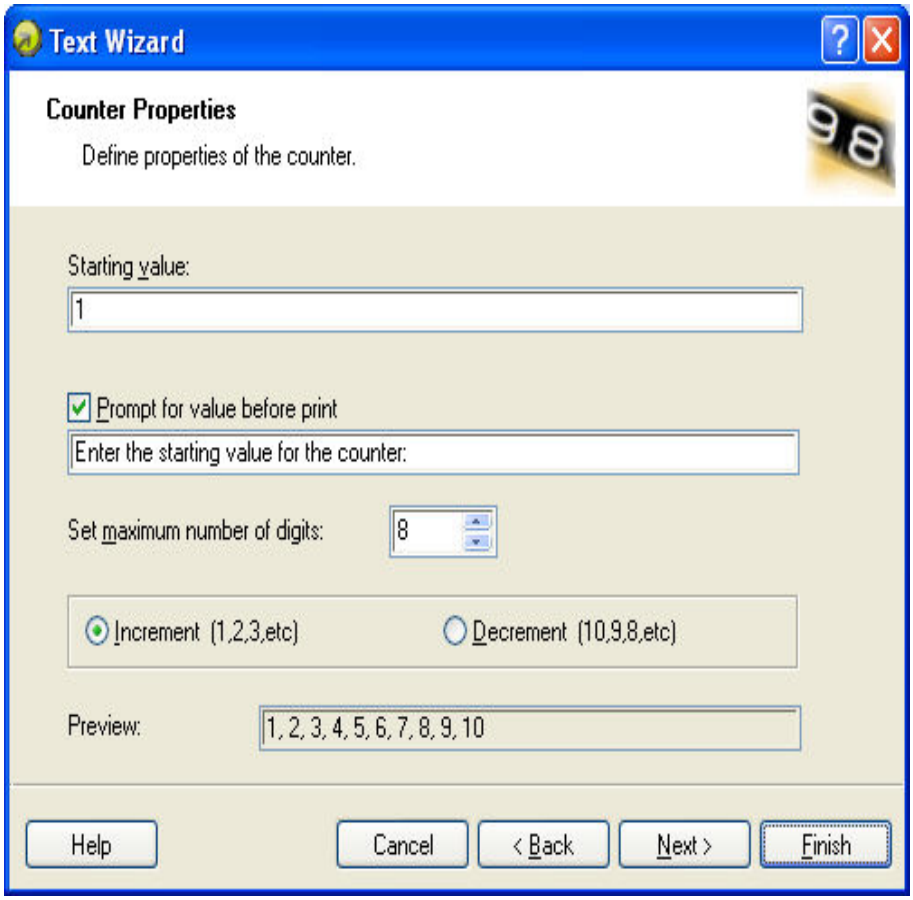
Prompt text for this variable field: Fill in the message that will be shown to the user when he will enter tne values for the variable field.

Format: Select the format of data you allow to be entered for the variable field.

Set maximum number of characters: Define the maximum length of characters that can be entered for the variable field.

Text Wizard - Counter

On this page of the wizard, you define the counter variable.



Dialog box for Text Wizard when Counter option is chosen

Starting Value: Set the starting value for the counter. The counter will increment or decrement from the starting value.

Note: You can enter only digits for the starting value.

Prompt for value before print: Tick this option to enable entering the starting value of the counter when you start printing labels. Enter the text that will be shown to the user before printing.

The message will be shown on the screen each time when the label is to be printed.

Set maximum number of digits: Define the maximum length of digits the counter can occupy.

Increment or decrement: You can define that the variable value will increase from label to label, or decrease.

Preview: The field shows the preview of the counter, based on your selection.

Text Wizard - Counter Continuation

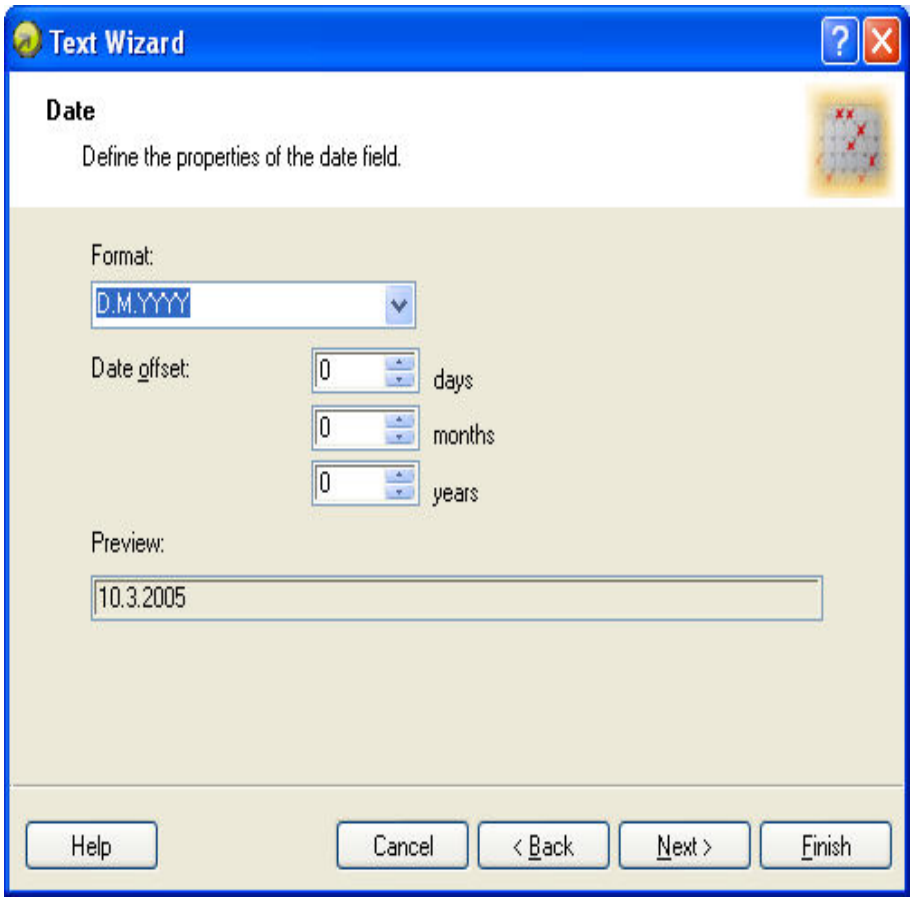
Step: Define the step for your counter. The counter will increase by this number on every label.

Change value every <n> labels: Define the number of labels, when the counter will change the value.

Rollover when reached: Enter the value, when reached, will cause the counter to reset the value to the starting value.

Text Wizard - Date Field

Define the properties of the date field. The variable field will get the value from a computer clock.



Dialog box for Text Wizard when Date field option is chosen

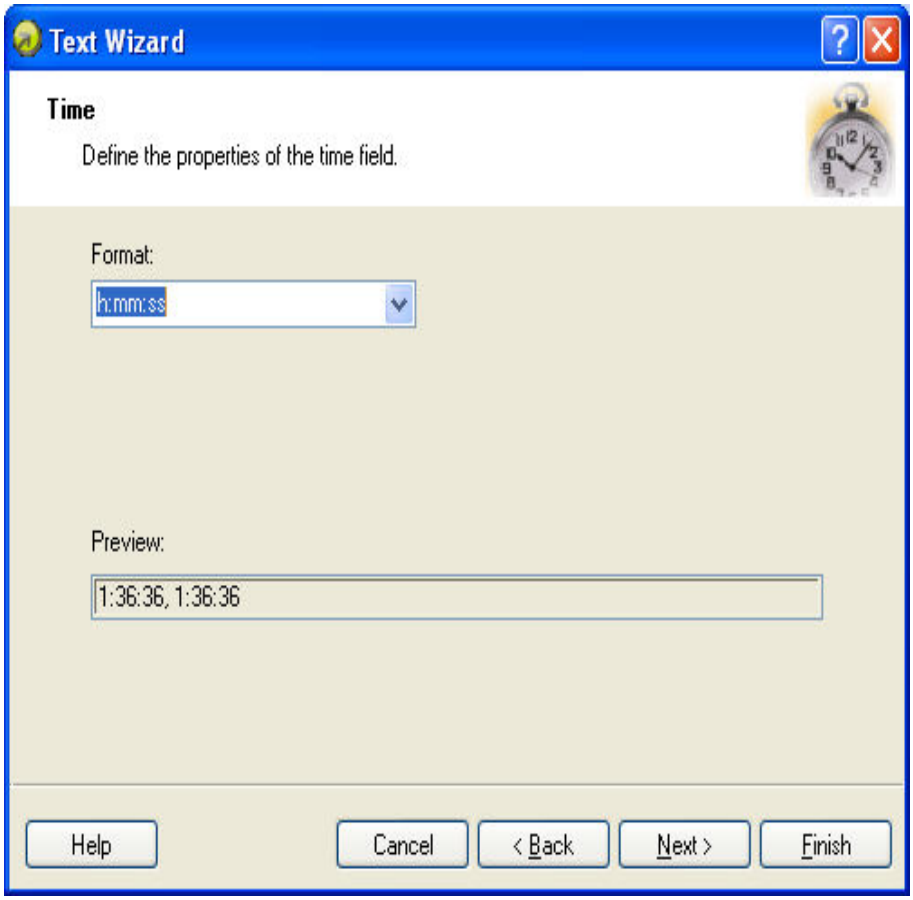
Format: Select the format for your date from the list. You can also enter the custom format.

Date offset: You can add a certain numbers of days, months or years to a current date and print that date instead of the current one.

Preview: The printer will print the date as shown on the Preview field. This way you can see how the selected date format will look on the label.

Text Wizard - Time Field

Define the properties of the time field. The variable field will get the value from a computer clock.



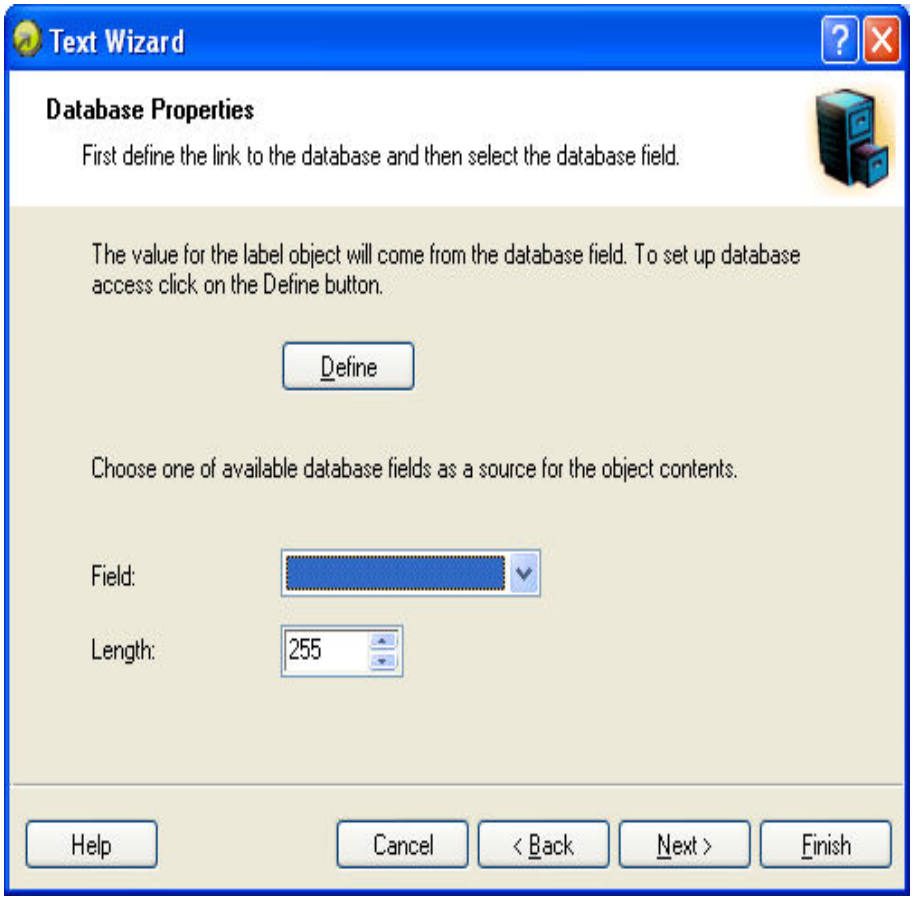
Dialog box for Text Wizard when Time field option is chosen

Format: Select the format for the time from the list. You can also enter the custom format.

Preview: The printer will print the time as shown on the Preview field. This way you can see how the selected time format will look on the label.

Text Wizard - Database

Variable field linked to the database gets the value from the specified database field.


Text Wizard
Database Properties
First define the link to the database and then select the database field.
The value for the label object will come from the database field. To set up database access click on the Define button.
Define
Choose one of available database fields as a source for the object contents.
Field:
Length:
255
Help
Cancel
< Back
Next >
Finish

Dialog box for Text Wizard when Database option is chosen

Define: Click on this button to open the database wizard that will help you define the link to the database.

Field: Choose one of the available database fields as a source for the variable field.

Length: Define the maximum length of the string in variable. If field in database contains more characters, they will not be printed. This option is useful if the field length in your database is not fixed (for example tab delimited ASCII file), or if you don't want to reserve space for all the characters in database's field.

Text Wizard - Prefix and Suffix

The variable element can have a prefix and suffix values. The prefix text is placed in front of the variable's value. The suffix text is place at the end of the variable's value.

Setting Prefix and Suffix string for the variable text element

Note: If you leave the edit fields empty, the prefix/suffix will not be used.

Prefix and suffix can be used in situations where they are required only if the variable has set some value. If the variable is empty, the prefix/suffix will not be printed as well.

Text Wizard - Linked Field

Select this type of field to merge the contents of selected variable fields into one field. The selected input variable fields are combined values and used as the value for the current object.

Note: Concatenated linked fields used with EPL-based printers can only be used with the Export to Printer function.

Linked Element dialog

Available elements: The drop down menu contains the list of all defined variable fields on the label. You can select the fields and click the **Add** button to add them to the resulting field.

Selected elements: The Selected objects list box contains the names of the selected variable fields, whose values are merged into the resulting value. Click the up and down arrow buttons to change the relative position of the selected variable fields within the merged value.

Separator: Select the optional separator character that will be included between the merged variable fields.

Note: When you are merging the variable field containing time or date value from the printer Real Time Clock, ensure the fields positioned before and after the Real Time Clock field do not exceed 31 characters.

Text Wizard - Visual Basic Expression

Select this type of field to manipulate your variable fields with the Visual Basic function. The result of the expression will be used with the current object on the label. You can define one-line expressions that must follow Visual Basic programming syntax.

Look at the samples in the dialog box for ideas of what can be done with the Visual Basic script.

VB Expression dialog

Expression: Enter the Visual Basic expression. Include the names of the variable fields in the straight quotes.

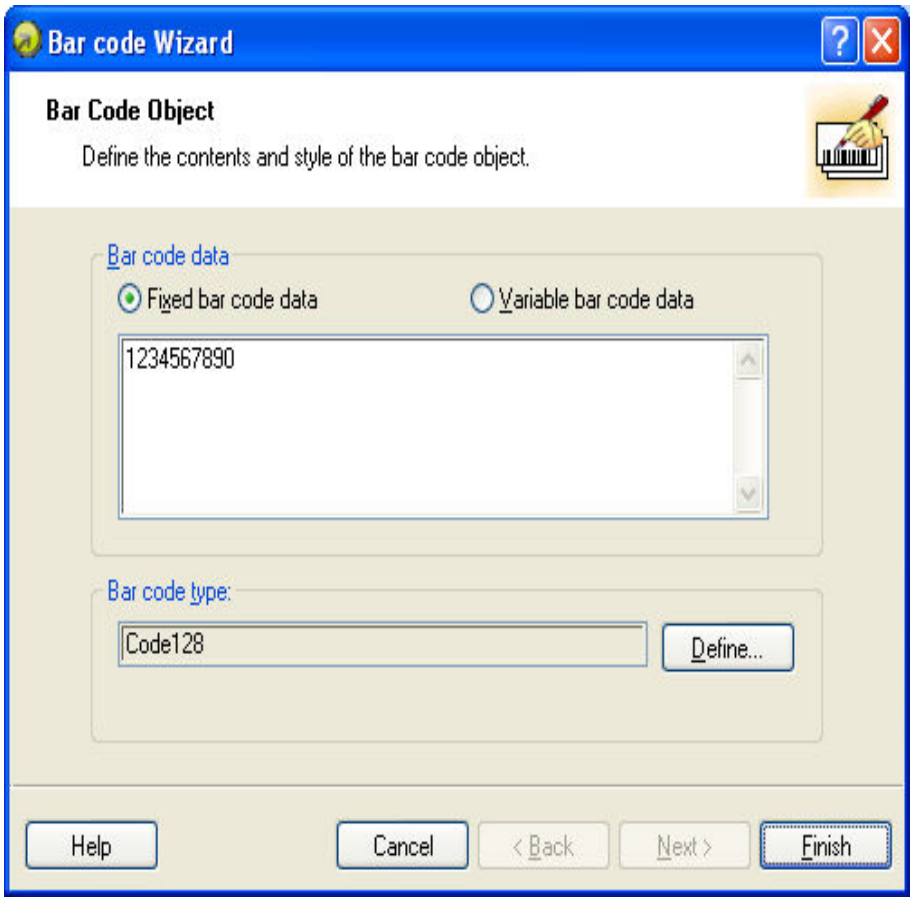
Build Expression: Click this button to open the Expression Builder text editor with reference to frequently used Visual Basic functions.

VB Script Help: Click this button to open the Microsoft help files explaining syntax and usage of Visual Basic scripting.

For example: The Visual Basic expression functionality can be used for merging text fields or to perform simple mathematical operations.

Using Barcode Wizard

Barcode Wizard



First page of Barcode Wizard

Barcode Wizard guides you to define all parameters for the Barcode object.

Fixed Barcode data: Select this option if you would like to have a fixed non-changeable content of the object. If you select this option, you can enter the text directly in this dialog box.

Variable text: Select this option, if you would like to have variable content of the object. Defining the content is defined in the next step.

Note: When entering values for RSS composite Barcodes, you need to provide the value for the linear and composite (2D) parts at the same time.

Use the following syntax for entering values for RSS composite Barcodes. The pipe character (|) is used to distinguish between the components.

The syntax: <linear part>|<composite part>
The example: 12345|description

Barcode Wizard - Choosing Variable Barcode

Select the type of the variable field you want to use.

Variable name: Type in the name of the variable that will be linked to the Barcode object and will provide the value for it.

The next page of the wizard depends on your selection here.

Barcode Wizard - Keyboard Input

Use this variable type when you want the operator to enter a value of the variable from the keyboard before printing the specified numbers of labels.

Prompt text for this variable field: Fill in the message that will be shown to the user when he will enter tne values for the variable field.

Format: Select the format of data you allow to be entered for the variable field.

Set maximum number of characters: Define the maximum length of characters that can be entered for the variable field.

Barcode Wizard - Counter

On this page of the wizard, you define the counter variable.

Starting Value: Set the starting value for the counter. The counter will increment or decrement from the starting value.

Note: You can enter only digits for the starting value.

Prompt for value before print: Tick this option to enable entering the starting value of the counter when you start printing labels. Enter the text that will be shown to the user before printing.

The message will be shown on the screen each time when the label is to be printed.

Set maximum number of digits: Define the maximum length of digits the counter can occupy.

Increment or decrement: You can define that the variable value will increase from label to label, or decrease.

Preview: The field shows the preview of the counter, based on your selection.

Text Wizard - Counter Continuation

Step: Define the step for your counter. The counter will increase by this number on every label.

Change value every <n> labels: Define the number of labels, when the counter will change the value.

Rollover when reached: Enter the value, when reached, will cause the counter to reset the value to the starting value.

Barcode Wizard - Date Field

Define the properties of the date field. The variable field will get the value from a computer clock.

Format: Select the format for your date from the list. You can also enter the custom format.

Date offset: You can add a certain numbers of days, months or years to a current date and print that date instead of the current one.

Preview: The printer will print the date as shown on the Preview field. This way you can see how the selected date format will look on the label.

Barcode Wizard - Time Field

Define the properties of the time field. The variable field will get the value from a computer clock.

Format: Select the format for the time from the list. You can also enter the custom format.

Preview: The printer will print the time as shown on the Preview field. This way you can see how the selected date format will look on the label.

Barcode Wizard - Database

Variable field linked to the database gets the value from the specified database field.

Define: Click on this button to open the database wizard that will help you define the link to the database.

Field: Choose one of the available database fields as a source for the variable field.

Length: Define the maximum length of the string in variable. If field in database contains more characters, they will not be printed. This option is useful if the field length in your database is not fixed (for example tab delimited ASCII file), or if you don't want to reserve space for all the characters in database's field.

Barcode Wizard - Prefix and Suffix

The variable element can have a prefix and suffix values. The prefix text is placed in front of the variable's value. The suffix text is place at the end of the variable's value.

Note: If you leave the edit fields empty, the prefix/suffix will not be used.

Prefix and suffix can be used in situations where they are required only if the variable has set some value. If the variable is empty, the prefix/suffix will not be printed as well.

Barcode Wizard - Linked Field

Select this type of field to merge the contents of the selected variable fields into one field. The selected input variable fields are combined values and used as the value for the current object.

Note: Concatenated linked fields used with EPL-based printers can only be used with the Export to Printer function.

Available elements: The combo box contains the list of all defined variable fields on the label. You can select the fields and click the **Add** button to add them to the resulting value.

Selected elements: The list box contains the names of the selected variable fields, which will be merged into the resulting value. Click the up and down arrow buttons to change the relative position of the selected variable field within the merged value.

Separator: Select the optional separator character that will be included between the merged variable fields.

Barcode Wizard - Visual Basic Expression

Select this type of field to manipulate your variable fields with the Visual Basic functions. The result of the expression will be used with the current object on the label. You can define one-line expression that must follow Visual Basic programming syntax.

Look at the samples in the dialog box for ideas of what can be done with the Visual Basic script.

Expression: Enter the Visual Basic expression. Include the names of the variable fields in the straight quotes.

Build Expression: Click on this button to open the Expression Builder text editor with reference to frequently used Visual Basic functions.

VB Script Help: Click on this button to open the Microsoft help files explaining syntax and use of Visual Basic scripting.

For example: The Visual Basic expression functionality can be used for merging text fields or to perform simple mathematical operations.

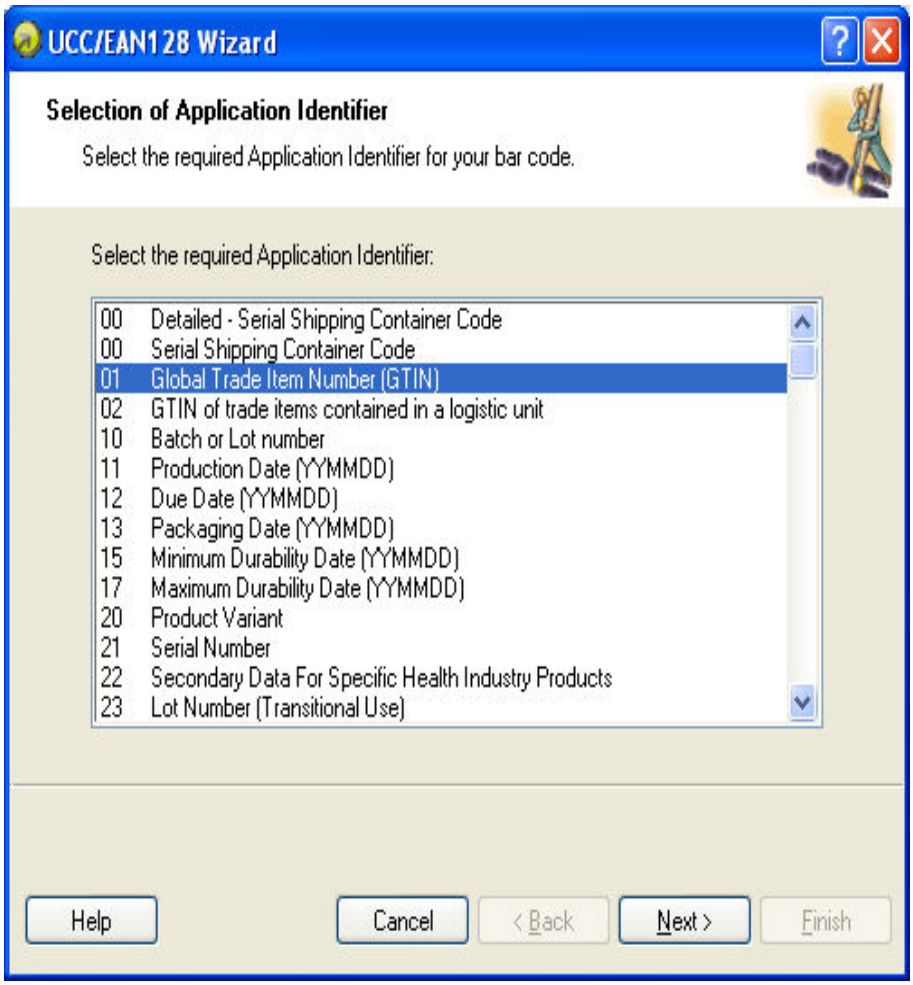
Using GS1-128 Wizard

Using GS1-128 Wizard

This wizard allows you to define the data structure for GS1-128 barcode. This kind of barcode has different areas of application that include trade items, logistic units, assets and locations.

The GS1-128 barcode is an extremely flexible symbology. It allows representation of data of variable length, and makes it possible to encode several pieces of information in one barcode symbol. This is called concatenation. An **Application Identifier** is the field of two or more characters at the beginning of an data value. Application identifiers are prefixes that uniquely identify the meaning and the format of the data field following. The data fields are either of fixed or variable length, depending on the AI.

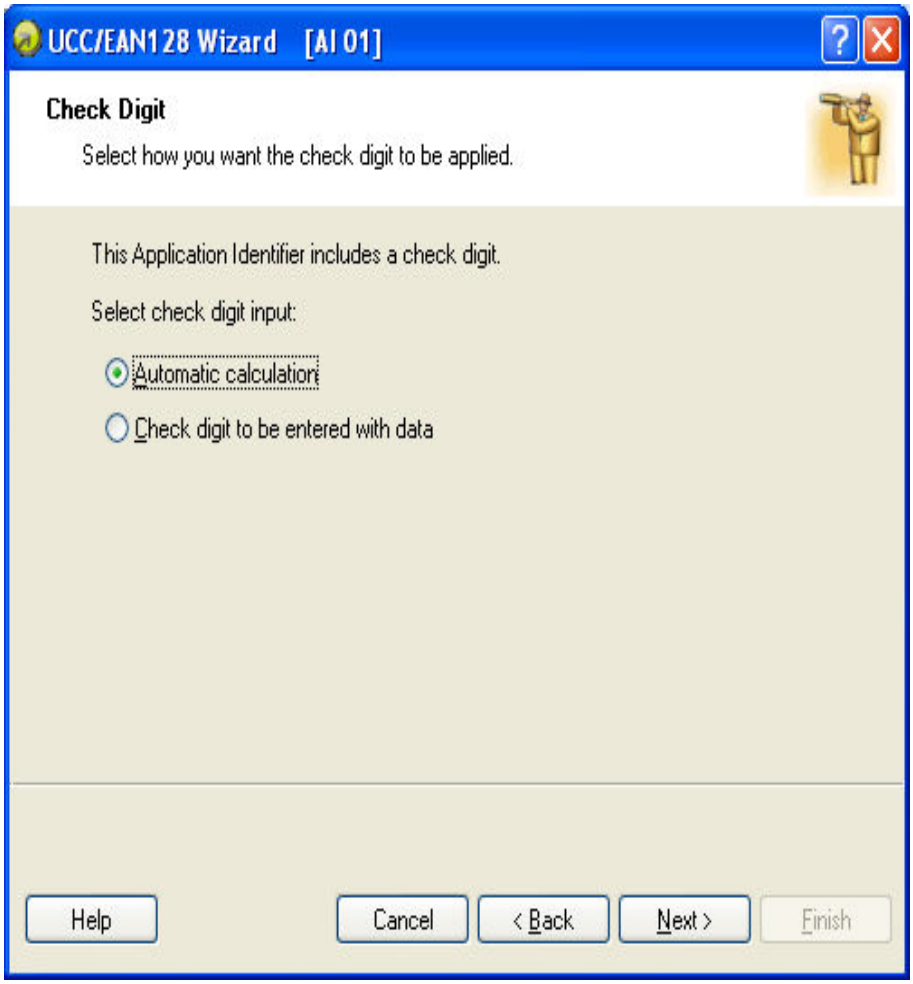
Step 1: Choosing the application identifier


UCC/EAN128 Wizard
Selection of Application Identifier
Select the required Application Identifier for your bar code.
Select the required Application Identifier:
00 Detailed - Serial Shipping Container Code
00 Serial Shipping Container Code
01 Global Trade Item Number (GTIN)
02 GTIN of trade items contained in a logistic unit
10 Batch or Lot number
11 Production Date (YYMMDD)
12 Due Date (YYMMDD)
13 Packaging Date (YYMMDD)
15 Minimum Durability Date (YYMMDD)
17 Maximum Durability Date (YYMMDD)
20 Product Variant
21 Serial Number
22 Secondary Data For Specific Health Industry Products
23 Lot Number (Transitional Use)
Help
Cancel
< Back
Next >
Finish

GS1-128 Wizard: Choosing application identifier

The dialog in the first step of Wizard allows you to select the GS1- 128 barcode data structure. Each barcode is composed out of one or more Application Identifiers and the corresponding data.

Choose one of the Application Identifiers in this list. You can add, edit or delete Application Identifiers from the barcode later in the process.

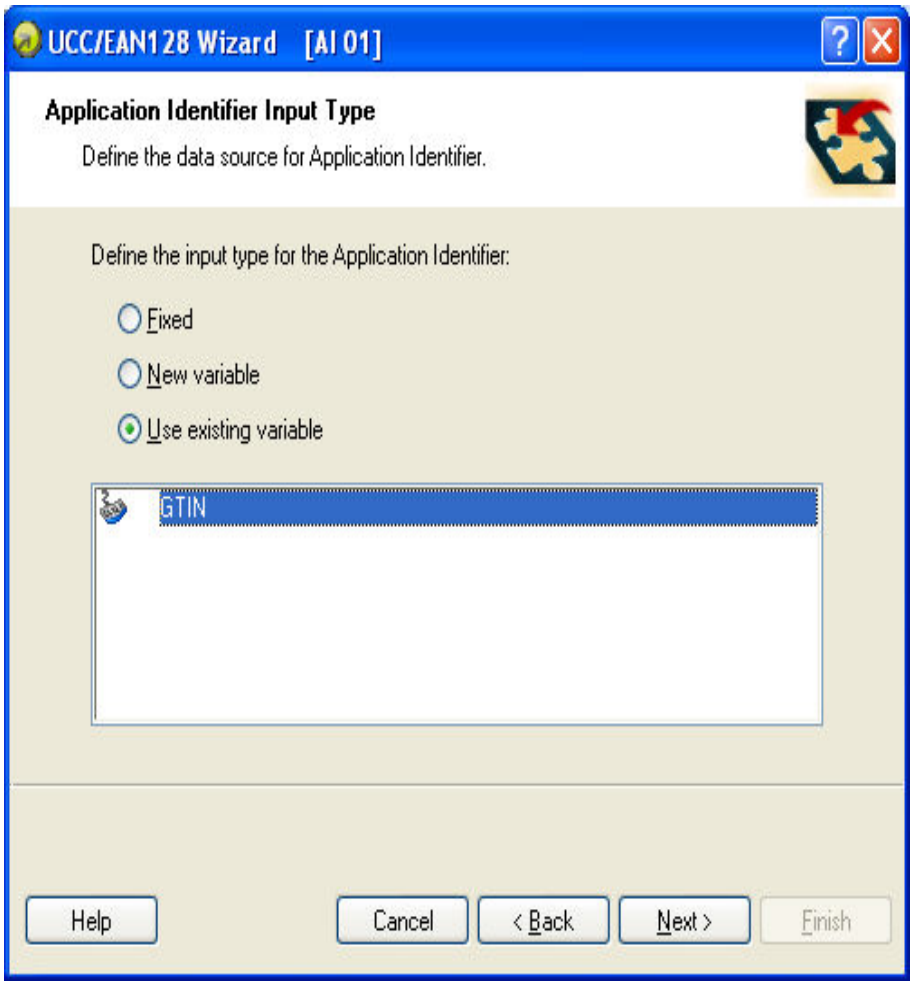


GS1-128 Wizard: How check digit should be applied

If you have selected the Application Identifier which data includes a check digit (for example, AI (01) - GTIN, Global Trade Item Number), then first you will have to select how the check digit will be applied. The possible options are:

- **Automatic calculation:** Check digit will be calculated by the application.
- **Check digit to be entered with data:** Manually enter the data and check digit. The application will verify, if the entered check digit is valid.

Step 2: Application Identifier Input Type



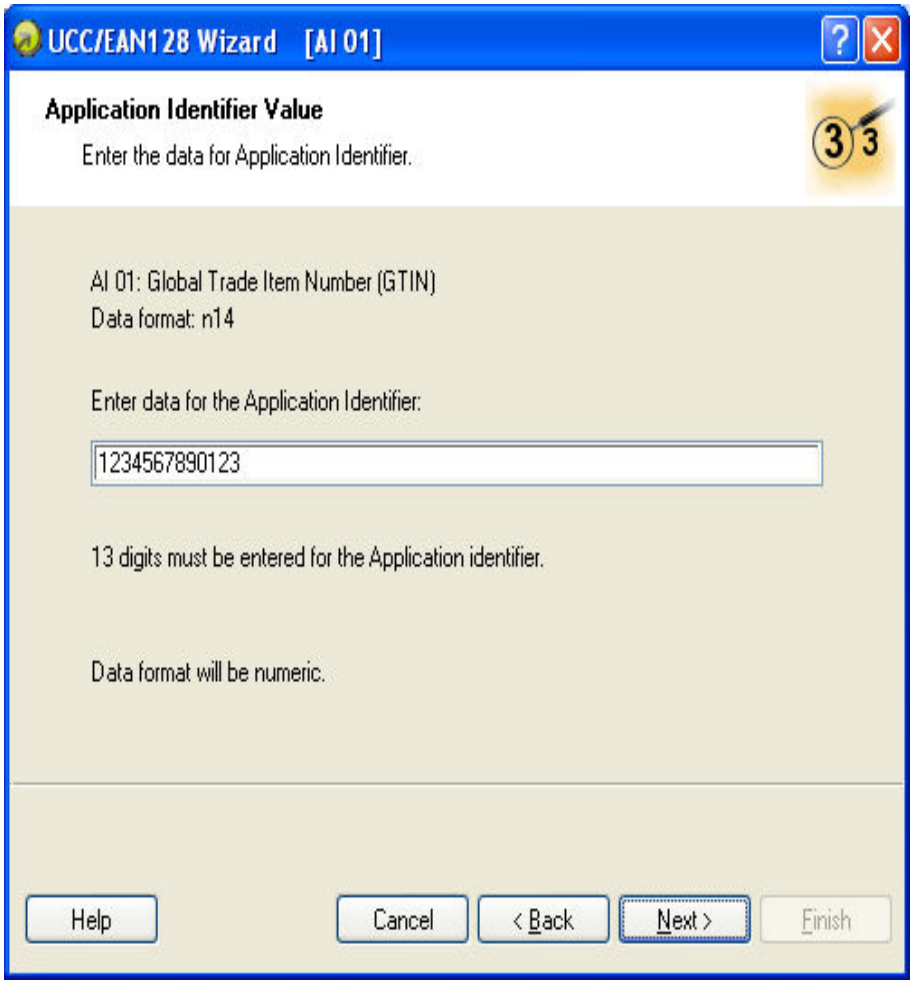
GS1-128 Wizard: Where the data for AI is obtained from

When the Application Identifier is selected, you will have to define where is the data for its value obtained from. There are three possible options:

- **Fixed:** The application identifier will have the fixed value on every label.
- **New variable:** The application identifier will be linked to the variable and have variable value on each label. You will define a new variable.
- **Use existing variable:** The application identifier will be linked to the variable and have variable value on each label. Select the existing variable from the list.

Step 3: Entering the value for the Application Identifier

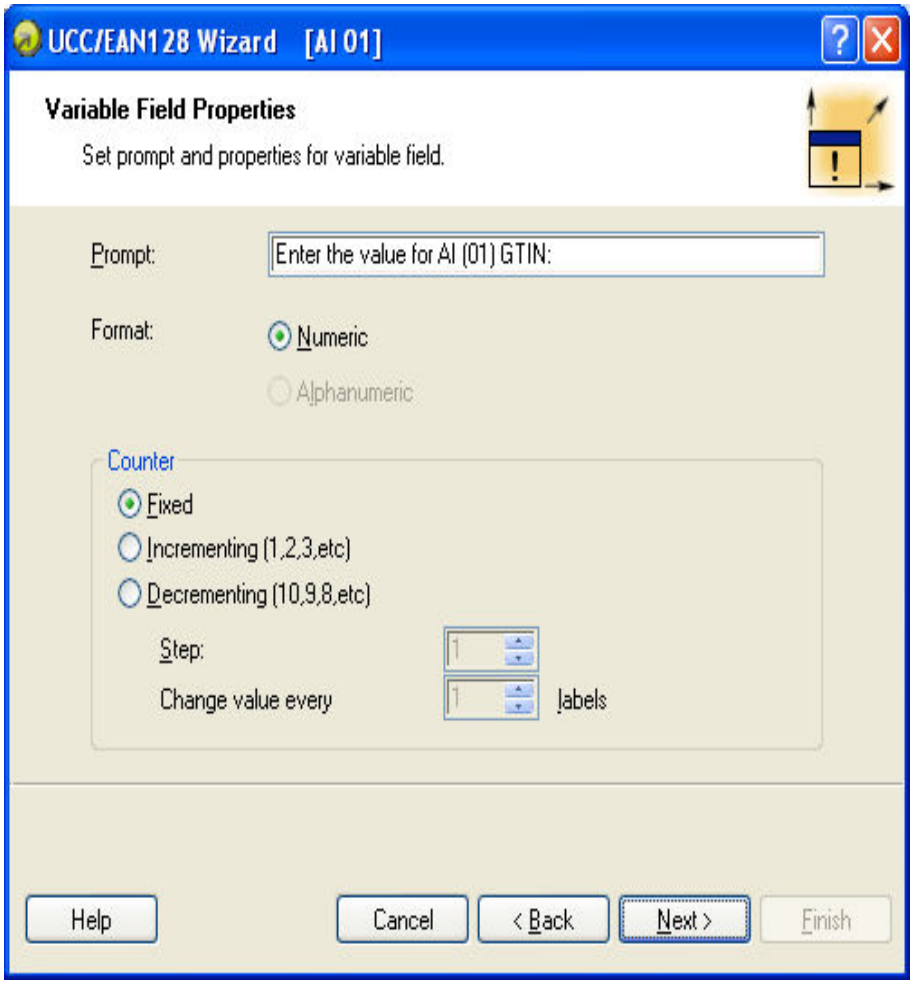
Entering fixed value for the application identifier



Entering fixed value for the application identifier

If you have selected fixed value in the previous dialog box, you should enter value for the Application Identifier here. The Wizard will let you know about the required data format fort this AI and how long the AI value should be. For some AI's the field length is fixed to certain number of digits, for others only the maximum number of possible digits is stated. You will also be reminded of the AI's proper field format (numeric, alphanumeric) if you enter incorrect data.

Entering variable value for the application identifier



Creating new variable for the application identifier

If you have selected new variable value in previous dialog box, a new variable field will be created. You will have to provide some information about variable being used.

Calculating Check Digit

Select how the check digit will be calculated.

1. You can enter the check digit with the data and the software will validate it.
2. The software can calculate the check digit.

Defining New Variable

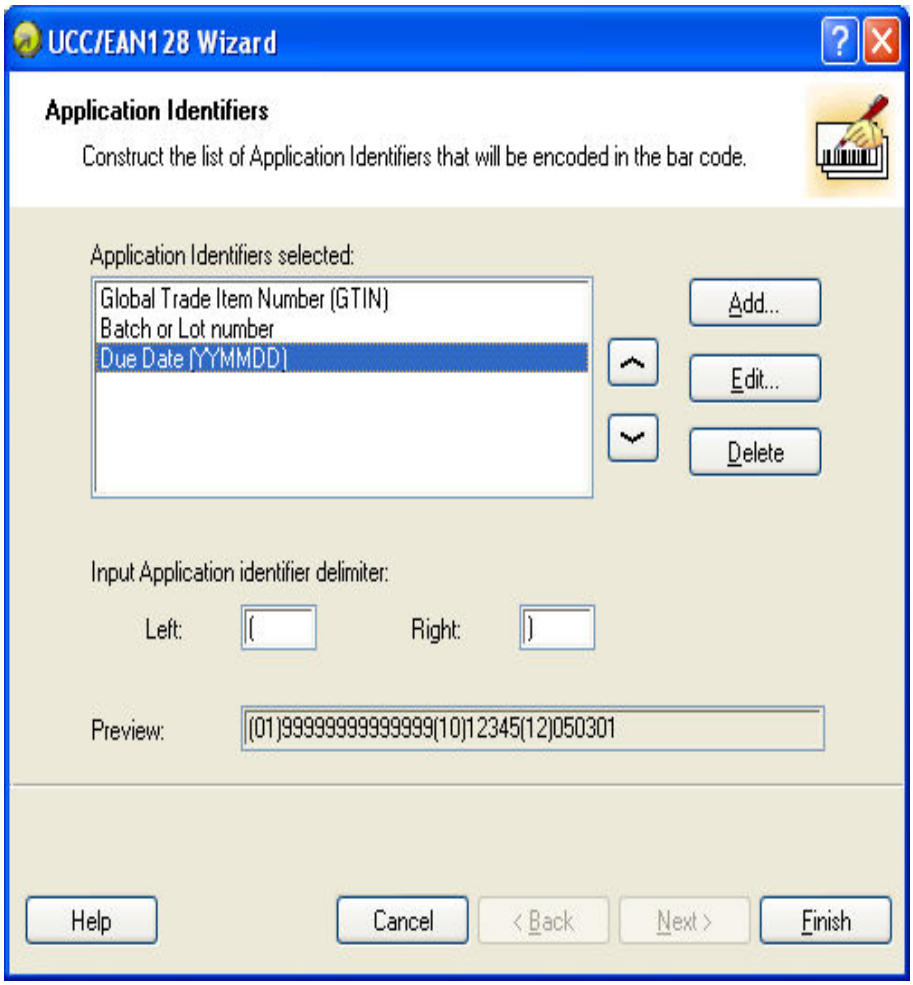
Define the properties of the variable that will provide value for the application identifier.

Prompt: Enter the text that will be displayed to the user at print time.

Format: Define the format of the variable.

Counter: If the variable will be a counter, define its properties.

Step 4: List of selected application identifiers



Listing the selected application identifiers

This is the last step of the GS1-128 Wizard. Here you can add, edit or delete Application Identifiers and define separator among them.

Application Identifiers selected: In this field all selected application identifiers for the barcode are listed in the order of creation. You can change the order with the arrow buttons.

Add, Edit or Delete buttons: Use these buttons to add additional application identifiers and edit or delete existing ones.

Input Application identifier delimiter: Define left and right separator among different application identifiers. The default setting is to use round parenthesis.

Preview: A sample barcode content based on your application identifier selection is shown here.

Click the **Finish** button to exit the wizard.

Selecting Barcode Type

Settings for Advanced Barcodes

GS1-128 Barcode

This Barcode is combined from one or more input values and standard AID - Application Identifiers. Each AID must be followed by the standard values. These values can be fixed or variable.

When the GS1-128 Barcode is selected, the Barcode data field in the **Barcode Wizard** dialog box is disabled. To define the contents of the Barcode, click the Next button.

From the list of available Application Identifiers select the first identifier. It will be written in bracket bellow the Barcode.

When the Application Identifier includes also check digits, you have to define whether it will be calculated or entered together with data.

Next, define how you will set the values for the selected identifier. You may enter fixed value or define variable value.

Fixed values

When values are fixed, the Wizard dialog box will inform you what is expected to be entered – digits the maximum places...

The defined AID is presented on the list of selected Application Identifiers. Click the **Add** button to add a new AID or on the Delete to delete existing one.

Should you need to change the AID and the data, select the AID and click the **Edit** button.

You can sort the listing of AID by using the **Up** and **Down** buttons.

All the settings can be previewed on the **Preview** field.

The separator among Application Identifier can be defined by entering the required separator for the left and for the right side of the Application Identifier. The default separator is bracket.

Variable values

GS1-128 Barcode supports keyboard variables – the variable data will be entered from the keyboard.

You can define the Prompt – the message for the operator, who will enter the data.

The data can be numeric only or the operator is allowed to enter all characters.

The value can be fixed or incremented/decremented on every label or certain number of labels with the desired step.

The variable data will be written in the **Preview** field as a series of "A" character.

When you are satisfied with the settings, click the Finish to put the GS1-128 Barcode to the label.

PDF 417 2D Code

General tab

Y expansion factor
This option defines the height of the barcode symbol.

Security tab

Accordingly to the standard, you can select among 9 levels of security. Higher security level allows more reliable reading regardless errors, but the barcode symbol is bigger.

Truncated barcodes can be used where label damage is unlikely and there is no demand for very high level of security. The truncated symbol is smaller.

Aspect Ratio
It is the ratio between number of columns and number of rows.

Contents

PDF 417 code can encode:

- Full 128 ASCII character set
- All 128 Extended ASCII characters
- 8-bit binary data

DataMatrix Barcode

General tab

Y expansion factor
This option defines the height of the Barcode symbol.

Aspect Ratio
It is the ratio between number of columns and number of rows. Enter the wanted value in the fields.

Details tab

ECC Type
Error Correction Codes define the security level. You can select one from the standard levels in the pull-down menu.

Format ID
This option defines which character set will be used in the Barcode. You can select one of the formats with the following filter.

01 and 11	**0..9, space**
02 and 12	**A..Z, space**
03 and 13	**A..Z, 0..9, space**
04 and 14	**A..Z, 0..9, space,.-/**
05 and 15	**7-bit ASCII lower part (from 0 to 127)**
06 and 16	**all**
07 and 17	**7-bit ASCII**

The formats from 1 to 7 allow the data length to 500 characters, while formats from 11 to 17 allow to 2000 characters.

Border Size
Factors from 1 to 15 set the dimension of the border in the shape of the character “L”.

Data Matrix can encode:

- Full 128 ASCII character set
- All ISO characters
- All EBCDIC characters

MaxiCode 2D Code

General tab

Y expansion factor
This option defines the height of the barcode symbol.

Details tab

When the option **Structured** is not selected, the content of the barcode is optional.

For Structured barcode you may encode only standard contents.

Edit Barcode Dialog Box

This dialog box is displayed when you click the **Define** button on the Barcode dialog box.

In this dialog box you specify the type of Barcode you want to use on the label and all Barcode properties:

- How the Barcode should be generated
- Automatic or manual check digit calculation
- Position of the human readable
- Other options dependant on the Barcode type

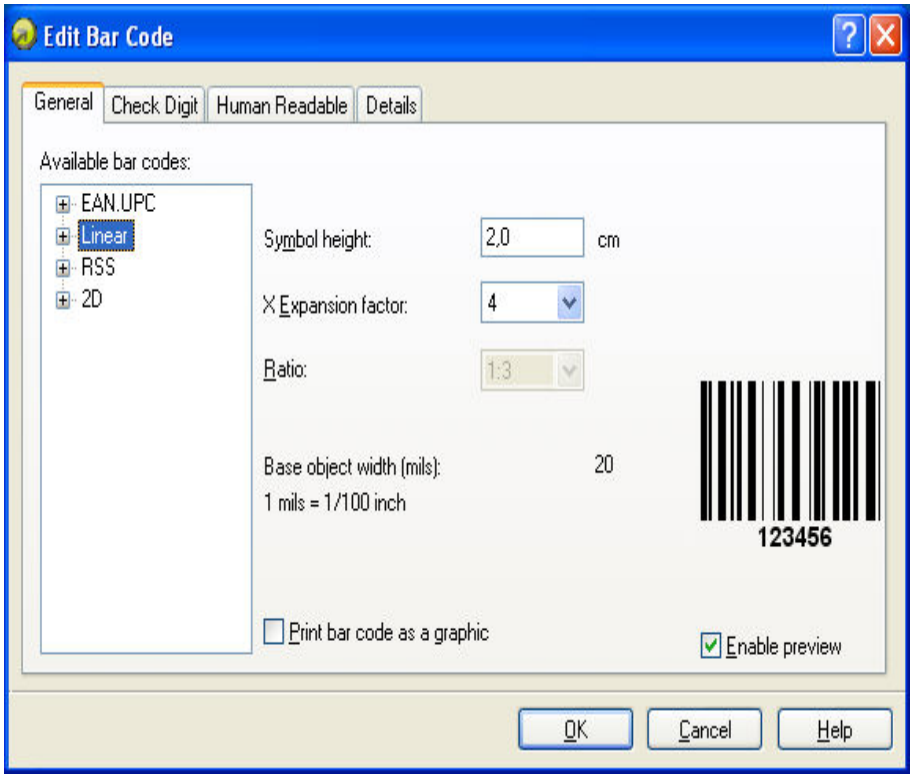
Click the option **Enable preview** to preview the Barcode. The Barcode symbol was displayed on the right side of the dialog box.

Click the **OK** button to confirm the changes you made.

Click the **Cancel** button to discard the changes.

General Tab

On this tab you can select the barcode type you want to use and the properties of the barcode.



Edit barcode dialog box – General tab

Type of barcode: The required barcode symbology is selected from the tree list of available barcodes.

Symbol height: The height dimension of a barcode can be specified either by entering a value here or by resizing the barcode symbol directly on the label.

Narrow bar width: The width of the narrowest bar in the barcode. This is the base bar width. The widths for all wider bars are calculated by the formula: 'narrow bar width' * 'ratio'. The result of the formula must be a whole number (it represents number of pixels).

Ratio: This is the ratio between narrowest and widest bar in the barcode. The ratio is locked for majority of barcodes and you cannot change it. However, for some barcodes you can change it and adjust the barcode size to your needs.

Print barcode as graphics: Select this option to convert the barcode object into the image and sent to the printer as image. If not selected, the barcode will print as printer internal object. Printing barcodes as internal printer objects will speed up label printing, because less data must be transferred to the printer.

Note: To disable the option Print barcode as graphics, you must use the printer drivers that ship with the software.

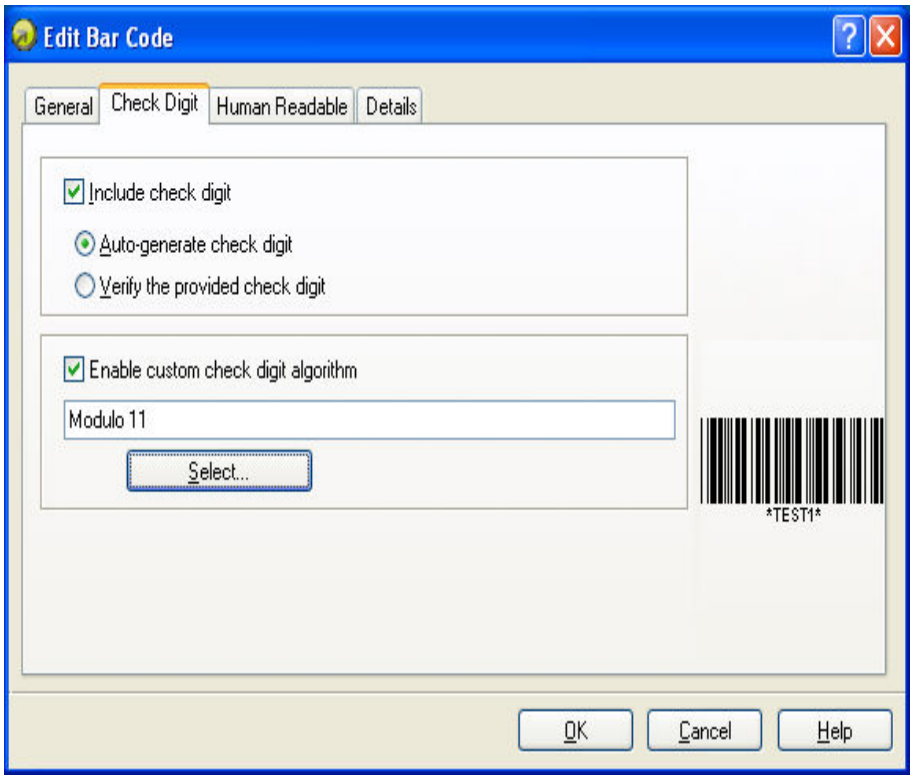
Enable preview: Enable this option to see the preview of the selected barcode type. The preview will show on the right side of the dialog box.

Check Digit Tab

This tab is used to specify if you want to use the check digit in the barcode or not. This option can only be modified for the barcodes that allow you to enable and disable the check digit.

Some barcode standards include the check-digit by the definition and it cannot be omitted. An example of such barcodes are EAN and UPC barcodes, where check digit cannot be disabled at all. But some codes allow you to freely enable/disable check-digit.

Note: It is always recommended to include the check digit character in the barcode. It will increase the scanning reliability.



Edit barcode dialog box – Check digit tab

You can choose whether you want to input the check digit value, or let the program calculate it for you:

Auto-generate check digit: Check digit is calculated by the software. You must only enter the bar-code data. For example: when using EAN-13 barcode input the first 12 digits, check digit on 13th place will be calculated and added automatically.

Verify the provided check digit: Use this command when you want to enter the value for the check-digit. At print time the entered check digit it will be verified for validity.

Enable custom check digit algorithm: You can set some other algorithm you want to use for calculating the check digit. Click on the button **Select** to choose the algorithm.

Human Readable Tab

On this tab you can set the options regarding position and format of the barcode interpretation.

No interpretation: Barcode object does not have any human interpretation.

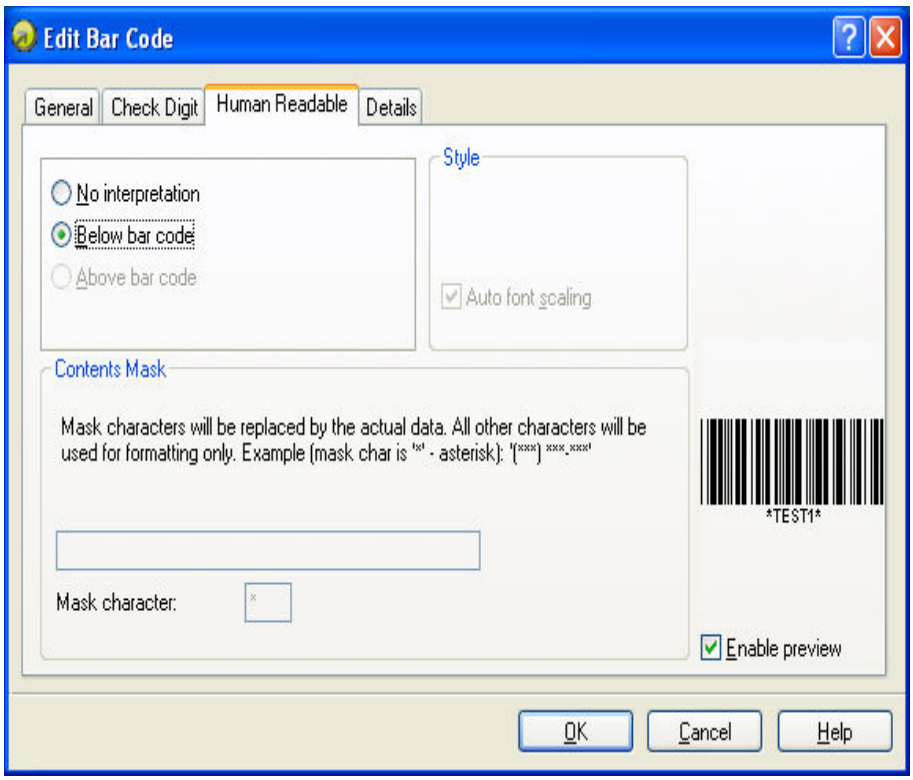
Below barcode: All data encoded in the barcode is placed beneath the barcode symbol as human readable characters.

Above barcode: All data encoded in the barcode is placed above the barcode symbol as human readable characters.

Font: Using the **Font** button, you can choose the suitable font for auto-translation text. The option **Auto font scaling** will adjust the font of the auto translation text to the size of the barcode.

Note: You can only format the font for human interpretation, if the barcode is printed as graphics. When printing barcode as internal printer object, the printer will print the interpretation using resident built-in fonts.

Contents mask sets the custom format of the human interpretation.



Edit barcode dialog box – Human readable tab

Details Tab

On this tab you can define advanced settings for the barcode.

Note: Not all of these options are available for all barcodes and printers.

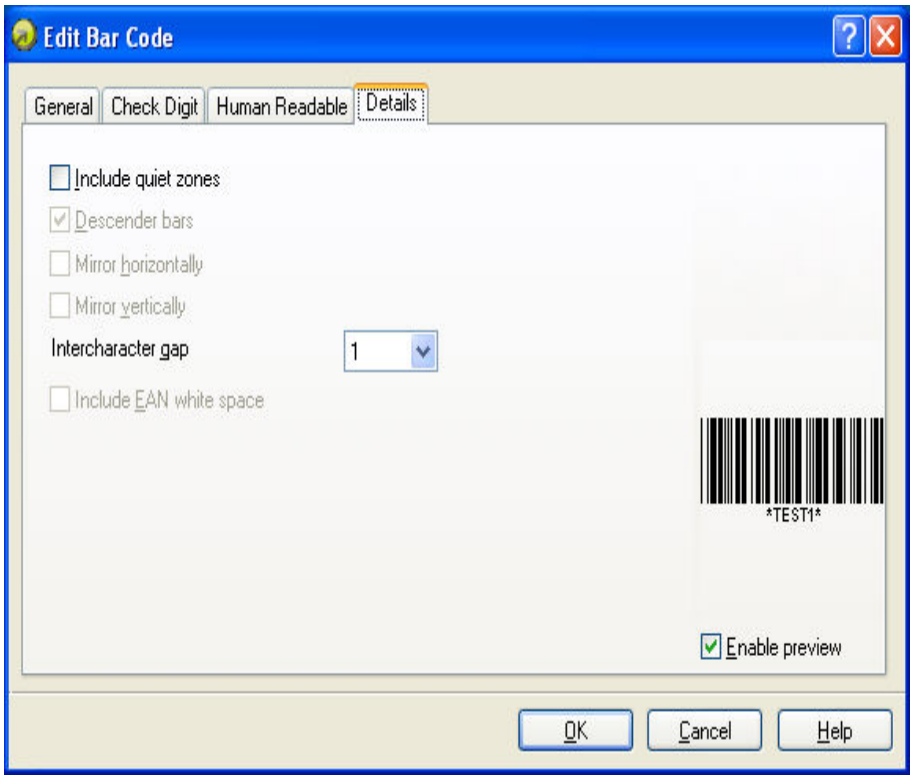
Include quiet zones: By checking this field you set, that the barcode will have some white space in the front and in the end for increased readability.

Descender bars: Some bars of a barcode will be longer than others. This is typically used with EAN and UPC barcodes that have longer bars in the begging, in the middle and in the end of the barcode.

Mirror horizontally/mirror vertically: The barcode can be mirrored vertically and horizontally. barcode will usually have to be printed as graphics for this option to be accessible.

Intercharacter gap: Some barcodes allow you to change the gap between characters in the barcode (e. g. Code-39).

Include EAN white space: Before and after the barcode a special character is inserted, < or >. It indicates the width of the barcode. If you put any other object in the extent of the barcode, it will reduce the readability of the barcode. This option is only valid for EAN barcodes.



Edit barcode – Details tab

Supported Barcode Types

Barcode Group	Barcode Types
EAN and UPC	EAN-8, EAN-8 + 2-digit supplement, EAN-8 + 5-digit supplement, EAN-13, EAN-13 + 2-digit supplement, EAN-13 + 5-digit supplement, EAN-14, DUN-14, UPC Case Code, UPC-A, UPC-A + 2-digit supplement, UPC-A + 5-digit supplement, UPC-E, UPC-E + 2-digit supplement, UPC-E + 5-digit supplement, UPC-E(1), GS1-128 (GS1-128), SSCC, Bookland, Addon 2, Addon 5
Linear	Interleaved 2 of 5, ITF 14, ITF 16, Code 39, Code 39 Tri Optic, Code 39 Full ASCII, Code 32, Code 93, CODE 128 (A, B and C subsets), Code 128 Pharmacy, MSI, Codabar, Postnet-32, Postnet-37, Postnet-52, Postnest-62, Kix, Pharmacode, Plessy, Anker
GS1 Databar	Linear GS1 Databar symbologies RSS14, RSS14 Truncated, RSS14 Stacked, RSS14 Stacked Omnidirectional, RSS Limited, RSS Expanded Composite GS1 Databar symbologies RSS14, RSS14 Truncated, RSS14 Stacked, RSS14 Stacked Omnidirectional, RSS Limited, RSS Expanded, UPC-A, UPC-E, EAN-8, EAN-13, GS1-128 & CC-A/B, GS1-128 & CC-C
Two-dimen-	2D-Pharmacode, PDF-417, DataMatrix, MaxiCode, Aztec, QR,

sional	MicroQR, Codablock F, MicroPDF, InfoGlyph

Selecting Objects

To select two or more objects, you should press the <Shift> key, and hold down, while clicking the object with a mouse.

The objects can be selected, cut, copied, pasted and edited with the right mouse button. If you click the right mouse button on the object, the menu shows all the available commands. Note that these commands are equivalent to correspondent menu commands.

You can also change the anchoring point of a selected object by holding <CTRL> while clicking the placeholders (corners of the bounding box) of the object.

Editing Objects

To edit the properties of the object, do the following:

1. Double-click the object on the label.
   The dialog box with object properties will open.

Note: You can also press the <Enter> key, while the object is selected.

2. Make modifications to the object properties.
3. Click on the **Finish** button.

Moving Objects

To move the object on the label, do the following:

1. Select the object.
2. Click on the object with the left mouse button.
3. Hold the mouse key pressed.
4. Move the position of the cursor on the screen.
   The object will move with the cursor.

Aligning Objects

First you have to select objects that you want to align.

Note: All objects are aligned relatively to the first selected object.

Then click appropriate buttons in **the Design toolbar** to align selected objects to each other. If Align toolbar is not visible (by default it is located on the very right side of the window), enable the Design toolbar in Toolbar option in View menu.

You can align objects to:

Left

Right

Horizontal center

Top

Bottom

Vertical center

You can also distribute object evenly, so that spacing between them is equal:

Horizontally

Vertically

Note: If you hold the <CTRL> key while clicking the buttons, objects are aligned relative to label and not to the first selected object.

The shortcut <Ctrl> + A opens the **Align** dialog box with same functionality as the Design toolbar.

Resizing Objects

To resize the object on the label, do the following:

1. Select the object.
   The selected object is framed with a rectangle.
2. Click on one of the small rectangles in the corners of the rectangle.
3. Hold the mouse key pressed.
4. Move the position of the cursor on the screen.
   The object will resize with the cursor.

Rotating Label

To rotate the label on the screen, do the following:

1. Click on the icon in the top left corner of label design area (where vertical and horizontal ruler collide).
2. The label will rotate for 90° clockwise.

Each click on the button will rotate the label for additional 90 degrees. The initial rotate position is portrait. Each click will rotate the label to the next position. The positions in line are: portrait, landscape, rotated portrait, rotated landscape.

Rotating the label on screen will help you define label easier, when the objects on the label must be printed rotated, but you want to be able to design the label in the upside orientation.

Note: If you do not use NiceLabel Printer Driver or your printer does not support 180° printing, then only two rotations are possible (portrait and landscape).

Rotating Objects

To rotate the object, do the following:

1. Select the object.
2. Click on the icon in the design toolbar.
   The object will be rotated for 90° clockwise.

Note: If the design toolbar is not visible, select the command Toolbars in the View menu, then click on the **Design**.

Supported Graphics Formats

The following graphical formats are supported:

File extension	Graphics type
BMP, DIB, RLE	Windows Bitmap
GIF	CompuServer Bitmap
JPG, JPEGM JPE	JPEG Bitmap
TIFF, TIF, FAX, G3N, G3F	TIFF Bitmap
PNG	Portable Network Graphics
WMF	Windows Metafile
EMF	Enhanced Windows Metafile
ICO	Windows Icon
CUR	Windows Cursor
TGA, TARGA, VDA, ICB, VST, PIX	Targa Bitmap
PXM, PPM, PGM, PBM	Portable Pixmap, GreyMap, BitMap
JP2	JPEG2000
J2K, JPC	JPEG2000 Code Stream
PCX	Paintbrush

Working with Pictures

Place pictures on the label

Images can be various sizes. If the original size of the graphics is not valid for your label, you can freely resize the image by dragging the handles surrounding it. The image can be resized proportionally or stretched in both directions.

The graphics objects can also be placed on the label from the clipboard or imported from another applications (i.e. Corel Draw, scanning programs...), using either the Insert Object or Paste com-

mand from the Edit menu. In this case, the graphics is embedded in the label file. The graphics is entirely stored in the label file, not separately on the hard disk.

Note: When you insert the graphics as OLE object on the label (copy/paste from other software), the entire design environment of that other software is available in label design. When you double click such OLE object, that other application opens on the label. When using OLE object, the label processing might be slower. A label also occupies more space on the disk and takes more RAM. If possible, avoid using OLE objects on the label.

Working with Variable Data

Dynamic Data Overview

You may want to print labels on which the data changes for each label, for example, counter, serial numbers, date and time. To accommodate the changing data, the application can easily be used to format labels using the variable fields. Variable field can be used with text and graphics objects.

There are several types of variables you can choose to best suit your needs. Data, which must be printed as a variable, is prepared at the time of printing. It can be entered in the program from different ways:

- by the operator from the keyboard
- automatically from the computer's clock (date and time)
- automatically from the label design (using counters with predefined starting values and steps)
- database can be used to provide data for the fields

The variable data can be the same for many labels and/or specific for one label only.

Working with Databases

The labeling software allows you to use databases, in which your data is stored. Database type can be:

1. ASCII (text file) where fields are fixed-length or are separated with any selected character.
2. Microsoft Excel database.

You can use a single database on the same label.

Database is very useful when printing labels with a large quantity of different data and variable values. You don't have to enter values for every variable before label production any more, you can use previously prepared database instead. Database in the ASCII text file can be created in any text editor (e.g. Notepad), it can be also exported from other applications (e.g. Microsoft Word. You can also use Microsoft Excel to edit your data.

Before you can use the data from the database, you have to link the database on the label. During this process the database fields get connected to the variable fields on the label.

When you start printing labels, every variable field will automatically get the value from the linked database field. Each record in the database is used on a single label.

Using Data from the Databases

Imagine that you have the following database that contains first and last names of the people:

field1	field2
John	Smith
Jane	Wright
Bob	Doe

1. To use the data on the label, you must first define this database using the Database Wizard.
2. To include two variable texts on label create two text objects.
3. In the text wizard select **Variable** contents and click on the **Next** button.
4. Select the Database option as the source of variable data.
5. Link both text objects to the variable fields. Each to a separate field.

When you print the labels, each of the text objects on the label will get the value from the corresponding field in the database. When one label is printed, next record is used for the second label and process is repeated. Each name and surname are printed on the separate label.

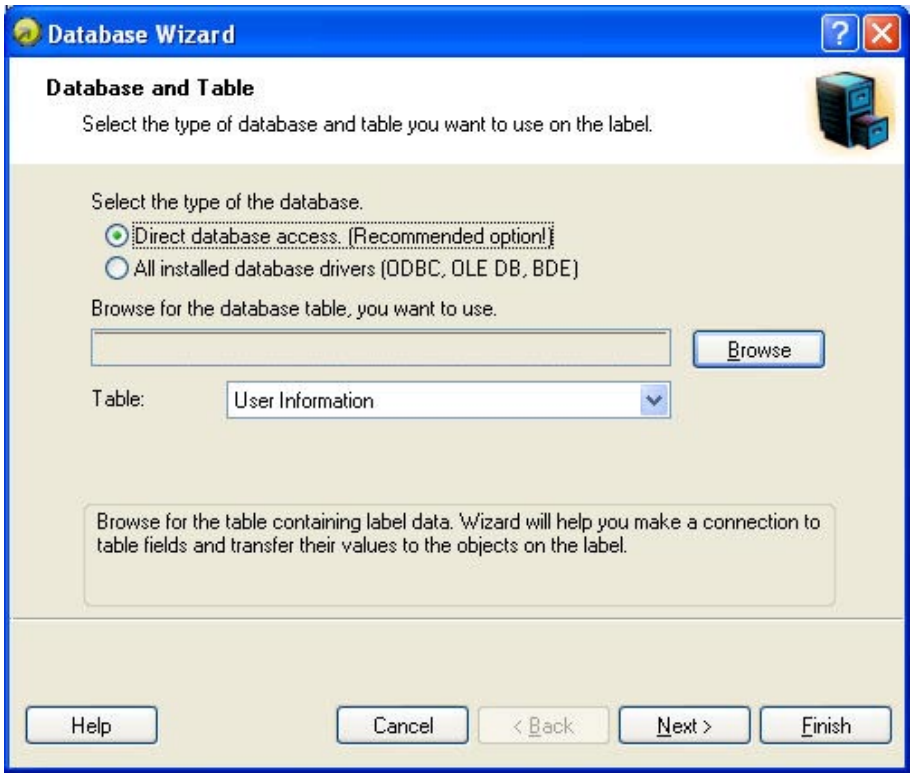
Database Wizard

Using Database Wizard

Process of defining a new Database access function consists of four steps (pages). On those pages you enter the data required by Wizard. You can go to the next step (page) by clicking **Next** button or return to previous with **Previous** button.

When all data needed has been entered, **Finish** button will become available, allowing you to complete the process of defining a new Database access function. Note that some options have predefined values, so you don't really need to go through all the steps of a wizard..

Selecting Database File

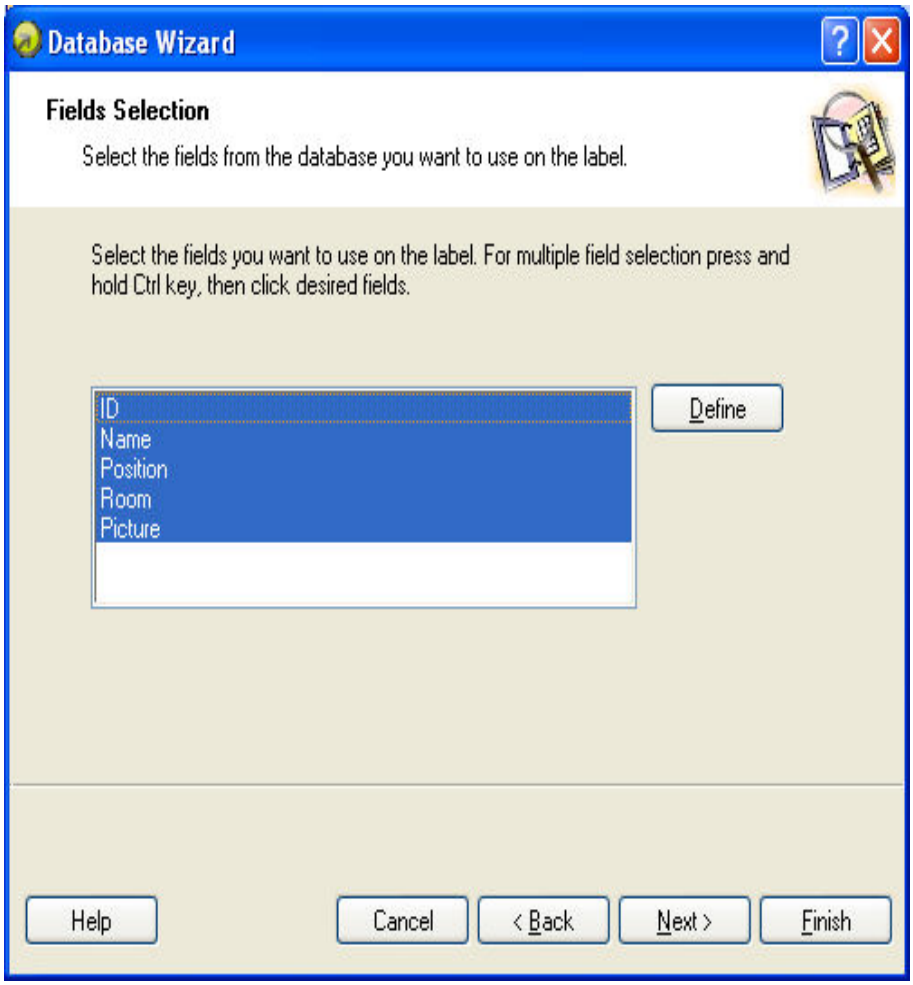

Database Wizard
Database and Table
Select the type of database and table you want to use on the label.
Select the type of the database.
Direct database access. (Recommended option!)
All installed database drivers (ODBC, OLE DB, BDE)
Browse for the database table, you want to use.
Browse
Table:
User Information
Browse for the table containing label data. Wizard will help you make a connection to table fields and transfer their values to the objects on the label.
Help
Cancel
< Back
Next >
Finish

Database wizard – Selecting database file

Enter the full path name of the database file in edit box or use Browse button to find the file on your computer.

Note: You can only select databases that are stored in files. If you use databases via ODBC or OLE DB drivers, you will have to set that manually in Database dialog box.

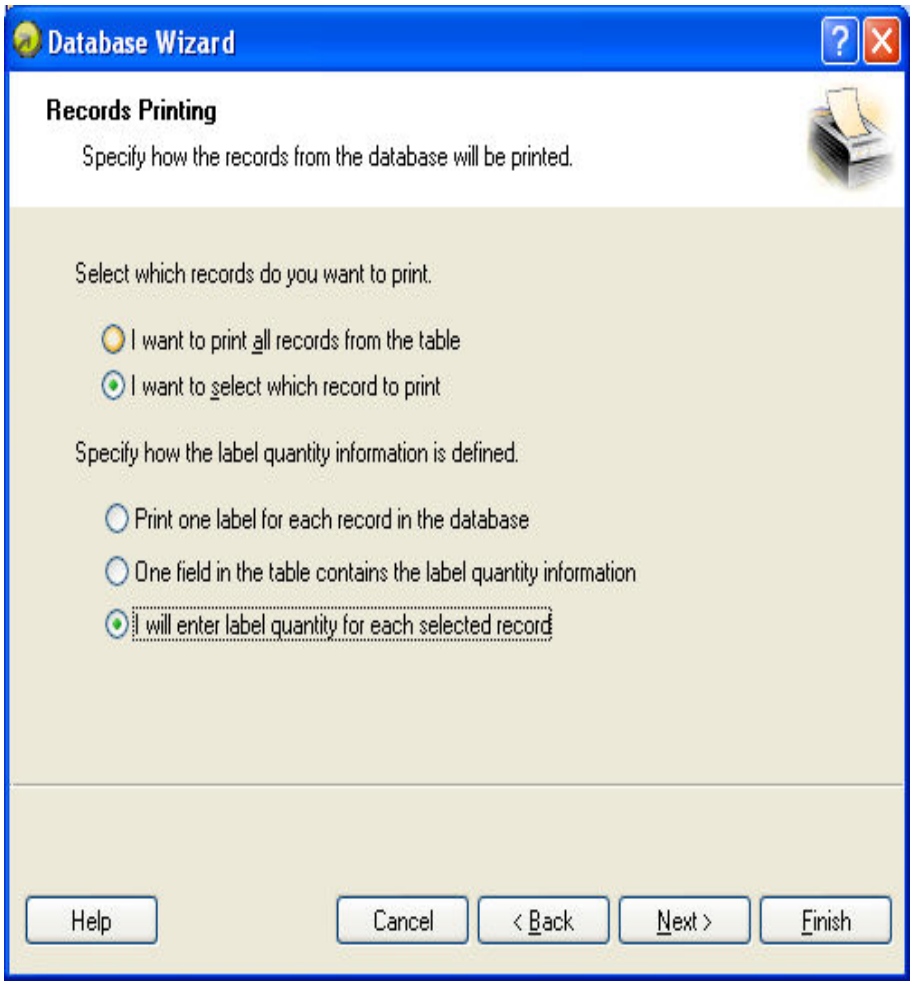
Selecting Desired Fields



Database wizard – Selecting fields

On this page you can select the fields you want to use on the label. All fields in a table are selected by default, but you will probably want to de-select some of them, especially if you have large table. Variable will be created for each selected field and can later be attached to objects.

Selecting Which Records will be Printed


Database Wizard
Records Printing
Specify how the records from the database will be printed.
Select which records do you want to print.
I want to print all records from the table
I want to select which record to print
Specify how the label quantity information is defined.
Print one label for each record in the database
One field in the table contains the label quantity information
I will enter label quantity for each selected record
Help
Cancel
< Back
Next >
Finish

Database wizard – Selecting which records will be printed

Select the desired option how you want to use the records in the database. By default the option **I want to print all records from the table** is set and all records in a table will be printed one at a time. Each record will be printed only once.

If you do not want to print the entire database, you can select which records should be printed. In this case select the option **I want to select which record to print**. Prior printing you will be shown a dialog box with all records from the database. Then you will be able to select which records should be printed.

By default records are used once for a single label. If you would like to print several copies of a label with database data, you can define it in the second part of this step of the Wizard.

A field in table contains quantity to print option will let you chose some field in the database. This field has the information about the quantity of labels for each record. For example: You have database with records of your products. It contains a field with a numeric value, where the required number of label copies is stored. Select this field and let the application print the quantity of labels specified here.

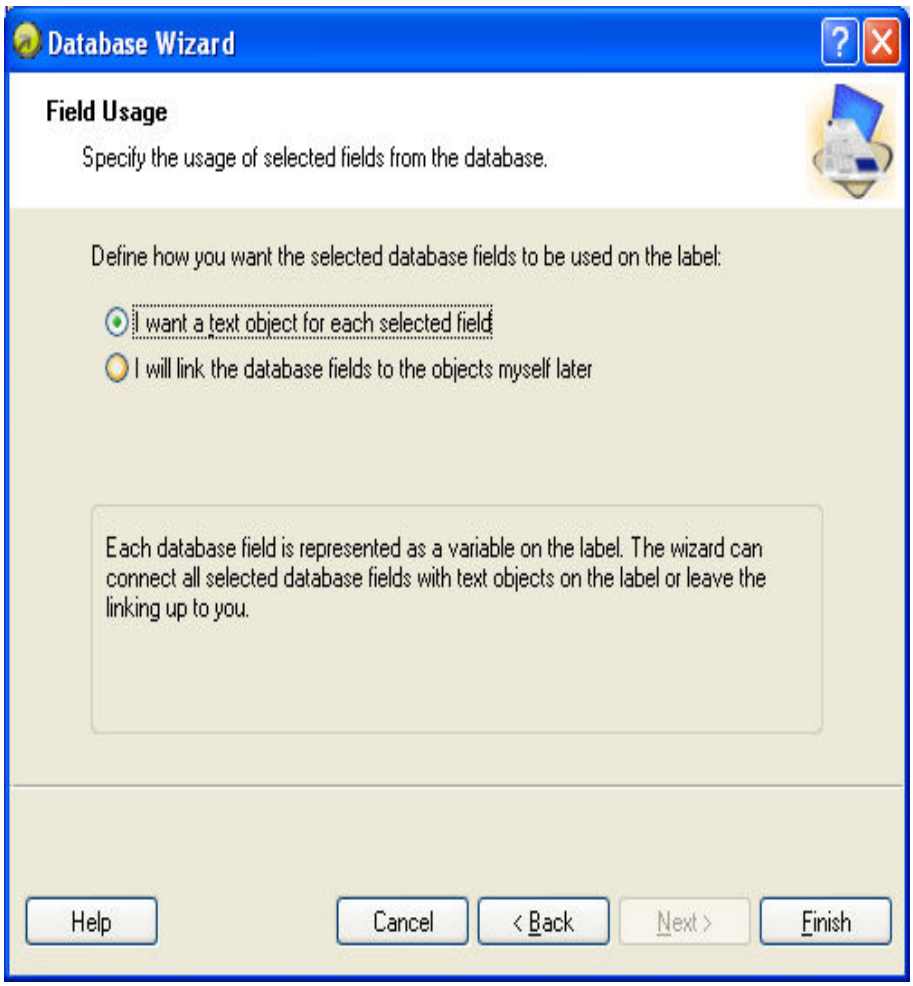
I will enter print quantity for each record: This option is only accessible if you have defined to select which records should be printed. Prior printing you will be able to select which records will be printed in the selection dialog box. At the same time you will be able to type in the exact label copy for each selected record.

Selecting Variable Quantity from the Database Field

Select a field in the database that contains the label quantity information. The database record will be printed on as many consecutive labels as the selected field contains.

Note: Make sure to select the field that has been formatted with the numeric data.

Adding the Fields to the Label


Database Wizard
Field Usage
Specify the usage of selected fields from the database.
Define how you want the selected database fields to be used on the label:
I want a text object for each selected field
I will link the database fields to the objects myself later
Each database field is represented as a variable on the label. The wizard can connect all selected database fields with text objects on the label or leave the linking up to you.
Help
Cancel
< Back
Next >
Finish

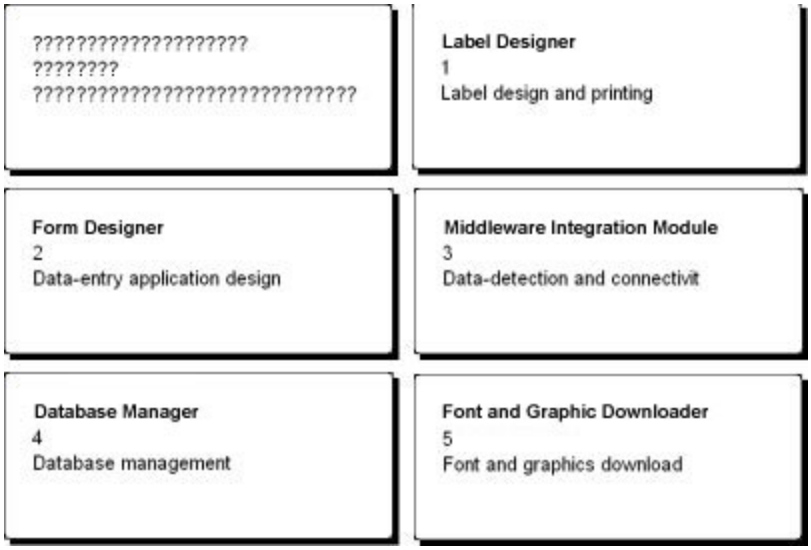
Database wizard – Adding fields to the label

On this page you specify if you want the wizard to generate text objects on the label that are already linked to the corresponding fields in table. Text objects are created in upper left corner of a label, but you can later move them to another position.

Link Label to Text Databases

Overview

Text databases are text files containing data values that can be used for variable objects on the label. The text database is not a real database. It contains the data values but lacks the information of the data structure, name of the fields and maximum lengths of the fields. You have to provide the missing information before the labeling software can use the data from such a text database.



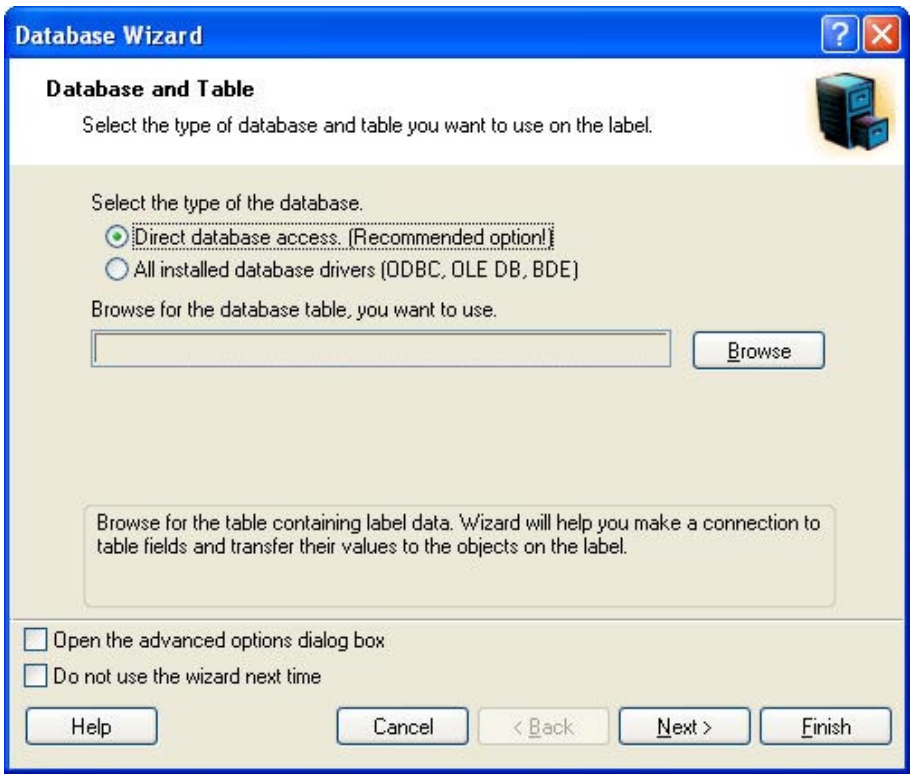
The label in design mode (on the left) and preview of the five labels with data from the database

Connect to a Database

The labeling software offers a Database Wizard that guides you through the necessary steps to connect the database to a label. To connect your label to a database using the Database Wizard, do the following:

1. Click on the

button in the Standard Toolbar.
2. Click on the **Browse** button and point to the text database data.txt from sample folder.


Database Wizard
Database and Table
Select the type of database and table you want to use on the label.
Select the type of the database.
Direct database access. (Recommended option!)
All installed database drivers (ODBC, OLE DB, BDE)
Browse for the database table, you want to use.
Browse
Browse for the table containing label data. Wizard will help you make a connection to table fields and transfer their values to the objects on the label.
Open the advanced options dialog box
Do not use the wizard next time
Help
Cancel
< Back
Next >
Finish

Selecting the text database

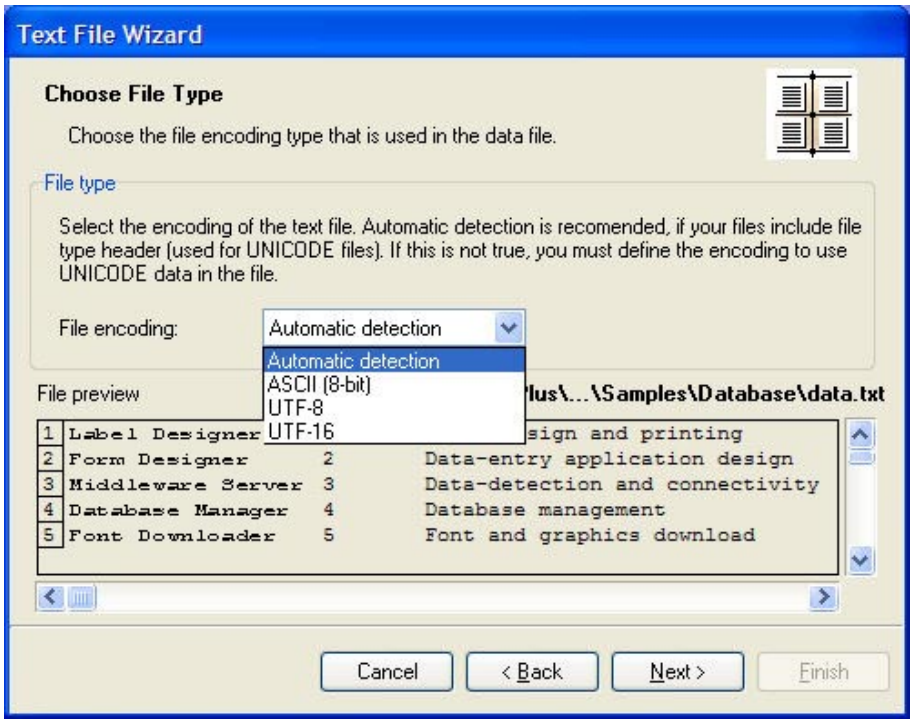
3. Click on the **Next** button.

Note: If you connect to the database for the first time, you need to define the database structure. Continue with the next section.

Format the Data with the Text File Wizard

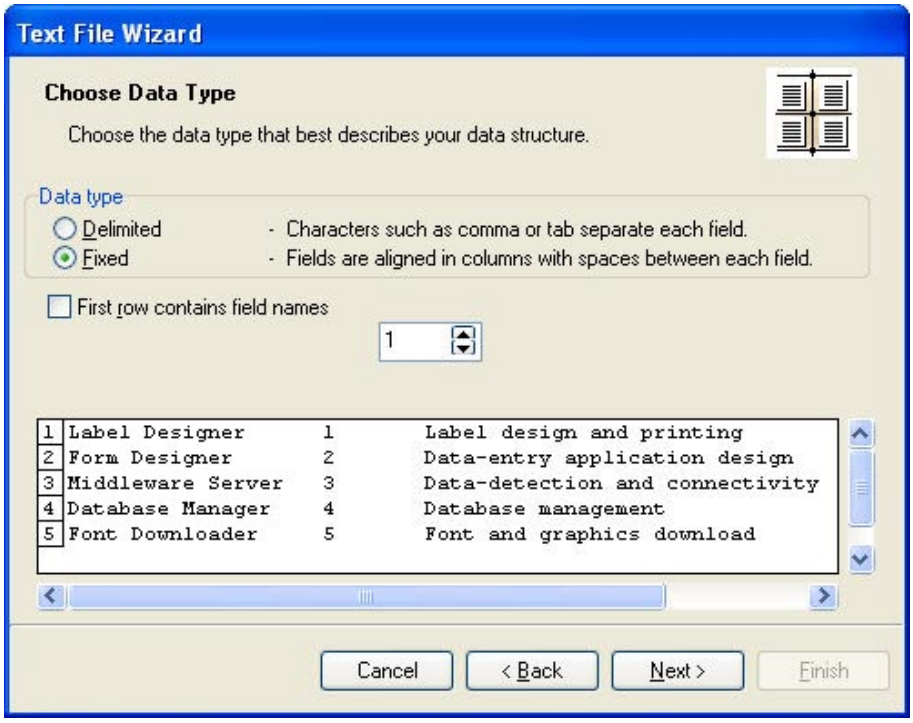
Because the text files do not contain the structural information like real databases do, you must define the fields and their data structure. When you use the same text database some other time, you won't have to define the structure again.

1. Select the encoding of the data in your text file. The encoding selection is important when your file has multi-lingual contents (Unicode data). If in doubt what to use, first try the option **Automatic detection**. Refer to the preview, it must display to correct values.


Text File Wizard
Choose File Type
Choose the file encoding type that is used in the data file.
File type
Select the encoding of the text file. Automatic detection is recomended, if your files include file type header (used for UNICODE files). If this is not true, you must define the encoding to use UNICODE data in the file.
File encoding:
Automatic detection
Automatic detection
ASCII (8-bit)
UTF-8
UTF-16
File preview
lus\...\Samples\Database\data.txt
1 Label Designer sign and printing
2 Form Designer 2 Data-entry application design
3 Middleware Server 3 Data-detection and connectivity
4 Database Manager 4 Database management
5 Font Downloader 5 Font and graphics download
Cancel
< Back
Next >
Finish

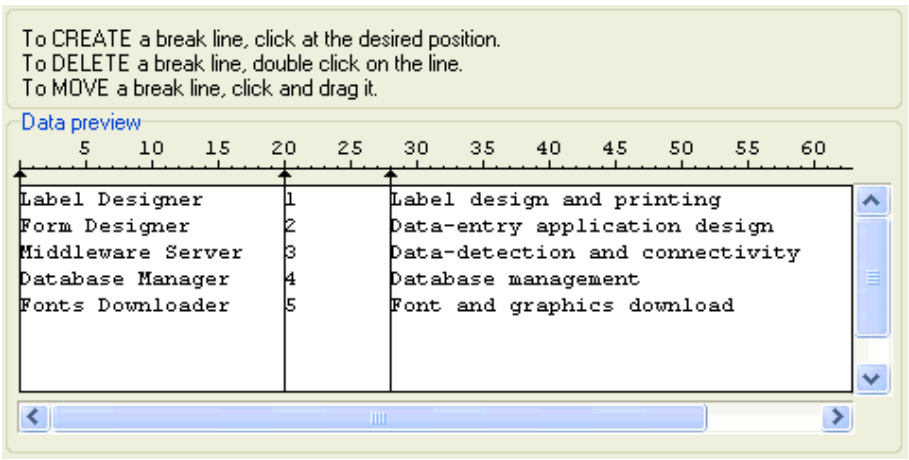
Defining the file encoding

2. Choose the data type for the selected text database. The fields are aligned in columns, so you must select the option **Fixed**.


Text File Wizard
Choose Data Type
Choose the data type that best describes your data structure.
Data type
Delimited - Characters such as comma or tab separate each field.
Fixed - Fields are aligned in columns with spaces between each field.
First row contains field names
1
1 Label Designer 1 Label design and printing
2 Form Designer 2 Data-entry application design
3 Middleware Server 3 Data-detection and connectivity
4 Database Manager 4 Database management
5 Font Downloader 5 Font and graphics download
Cancel
< Back
Next >
Finish

Defining the type of the text database

2. Click on the **Next** button.
3. Define the widths of the individual columns by placing a break line before the second column and before the third column.


To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.
Data preview
5 10 15 20 25 30 35 40 45 50 55 60
Label Designer 1 Label design and printing
Form Designer 2 Data-entry application design
Middleware Server 3 Data-detection and connectivity
Database Manager 4 Database management
Fonts Downloader 5 Font and graphics download

Defining the fields in the text database

4. Click on the **Next** button.
5. Accept the default field names and click on the **Next** button.
6. Review the text database structure. The field names and their maximum lengths are displayed. Click on the Finish button to close Text File Wizard.

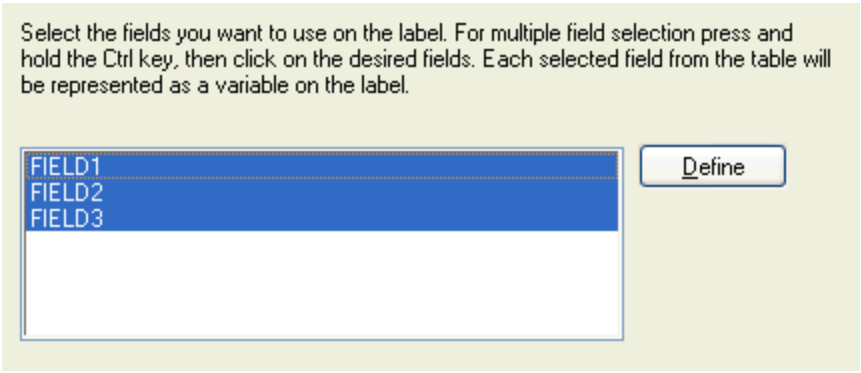
The link to the database has been created and database fields are available on the label.

The labeling software brings you back to the Database Wizard.

Place Database Fields on a Label

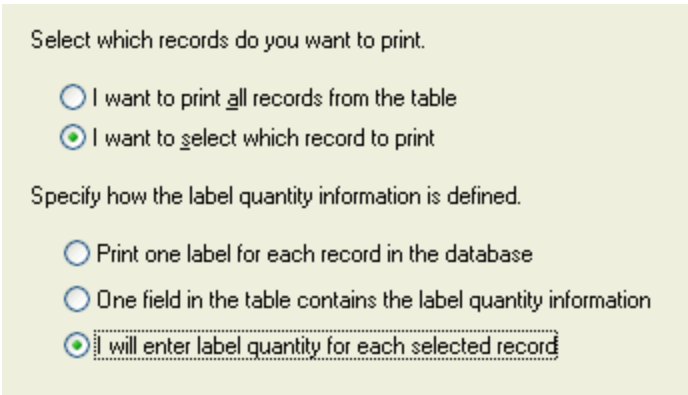
The next step in the Database Wizard opens the dialog box with the list of available fields from the database.

1. By default all fields from the database will be used on the label. Click on the Next button.


Select the fields you want to use on the label. For multiple field selection press and hold the Ctrl key, then click on the desired fields. Each selected field from the table will be represented as a variable on the label.
FIELD1
FIELD2
FIELD3
Define

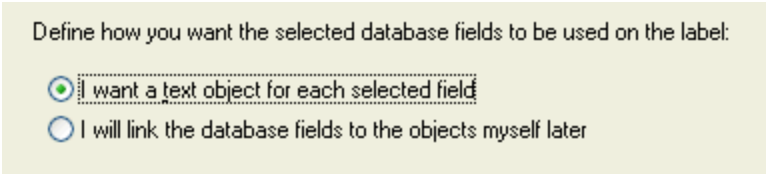
Using all fields in the text database

2. Specify what records and how many you want to print:
   Select the options **I want to select which record to print** and **I will enter label quantity for each selected record**. Before printing labels, the table with the records will open and you will be able to select the records you want to print and the quantity of labels for each record.


Select which records do you want to print.
I want to print all records from the table
I want to select which record to print
Specify how the label quantity information is defined.
Print one label for each record in the database
One field in the table contains the label quantity information
I will enter label quantity for each selected record

Specifying which records from the database will be printed and in what quantity

3. Click on the Next button.
4. Select if the Database Wizard should link all selected fields from the database to the text objects on the label or if you want to link the fields manually to the label.
5. Click on the Next button.
6. Select I want a text object for each selected field and click on the Finish button.


Define how you want the selected database fields to be used on the label:
I want a text object for each selected field
I will link the database fields to the objects myself later

Each field from the database will be linked to a text object

The label will show several text objects. Every field from the database is linked with the text object on the label.

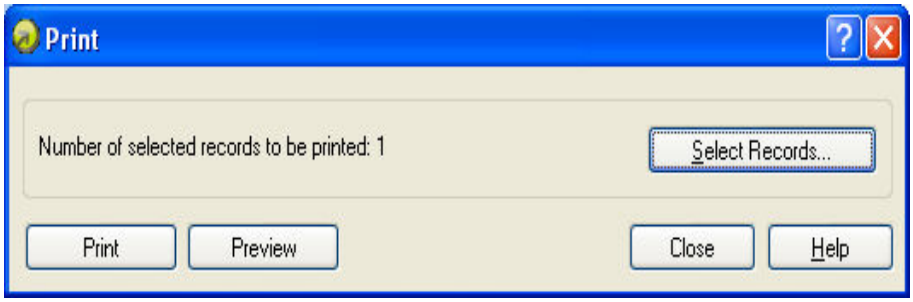
Use Print Preview to Select Data an View a Label

Now you will simulate label printing using print preview.

1. Click on the print icon

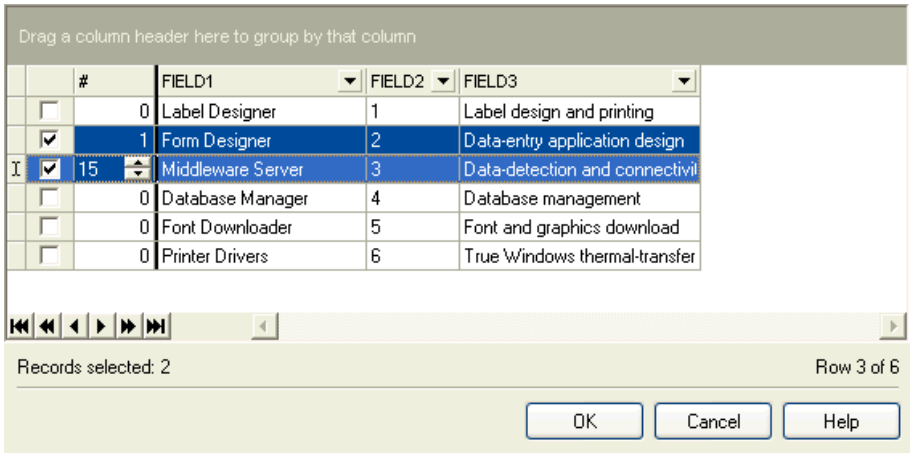
in the Standard Toolbar.
2. The Print dialog box opens with the Quantity of labels set to **Variable quantity (entered for each database record)**. This setting corresponds to your selection in the Database Wizard when you have selected the options **I want to select which record to print** and **I will enter label quantity for each selected record**.

   Only the records you select will be printed in the defined quantity.



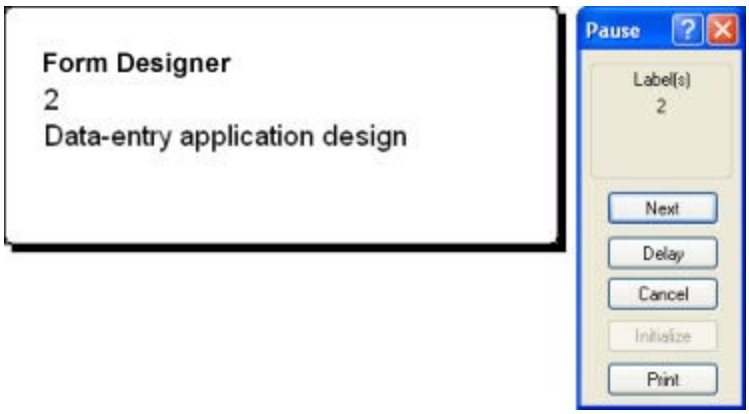
Print / Print preview dialog box

3. To choose which records to print from the database click on the **Select Records** button. The **Record Selection** dialog box will open.
4. Select the records from the database you want to print and enter the number of labels you want to print for each selected record.


Drag a column header here to group by that column
FIELD1 FIELD2 FIELD3
0 Label Designer 1 Label design and printing
1 Form Designer 2 Data-entry application design
15 Middleware Server 3 Data-detection and connectivit
0 Database Manager 4 Database management
0 Font Downloader 5 Font and graphics download
0 Printer Drivers 6 True Windows thermal-transfer
Records selected: 2
Row 3 of 6
OK
Cancel
Help

Record selection dialog box

5. Click on the **OK** button. You will return to the Print dialog box.
6. Click on the **Preview** button. Now you can preview the labels on the screen. Note that the text objects on the label change for each new record.



Preview of the second label in the series

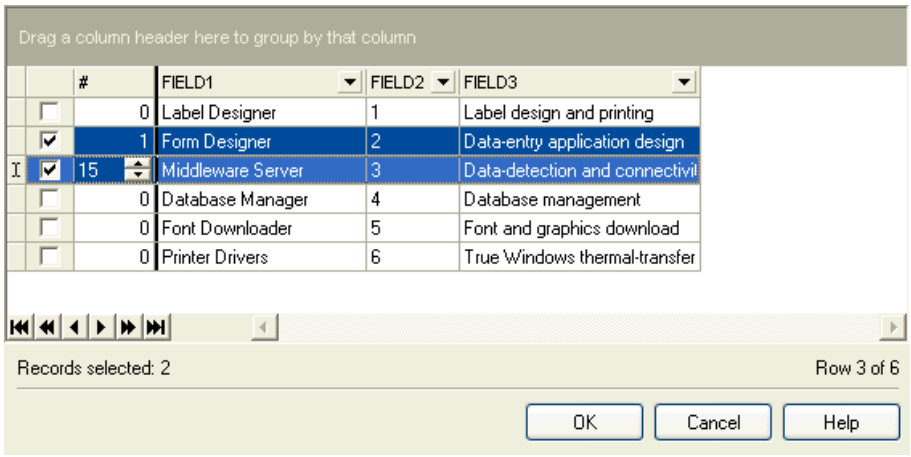
7. Click on the **Next** button in the command window to advance to the next label in the series. After you see the last label in the preview series, the application will re-open the Print dialog box.
8. Click on the **Close** button to close the Print dialog box.

Print a Label

When you are certain that the label design is correct and label preview shows the correct values from the database, you can start sending the labels to the printer. To print a label, do the following:

1. Click on the print icon

in the Standard Toolbar.
The Print dialog box will open (same as the print preview dialog box).
2. Click on the button **Select Records** and select the records you want to print and specify the label quantity for each record.


Drag a column header here to group by that column
FIELD1 FIELD2 FIELD3
0 Label Designer 1 Label design and printing
1 Form Designer 2 Data-entry application design
15 Middleware Server 3 Data-detection and connectivit
0 Database Manager 4 Database management
0 Font Downloader 5 Font and graphics download
0 Printer Drivers 6 True Windows thermal-transfer
Records selected: 2
Row 3 of 6
OK
Cancel
Help

Selecting records and specifying label quantity

3. Click on the **OK** button.
4. Click on the **Print** button to start printing labels.
5. Click on the **Close** button to close the dialog box.

Using Text File Wizard

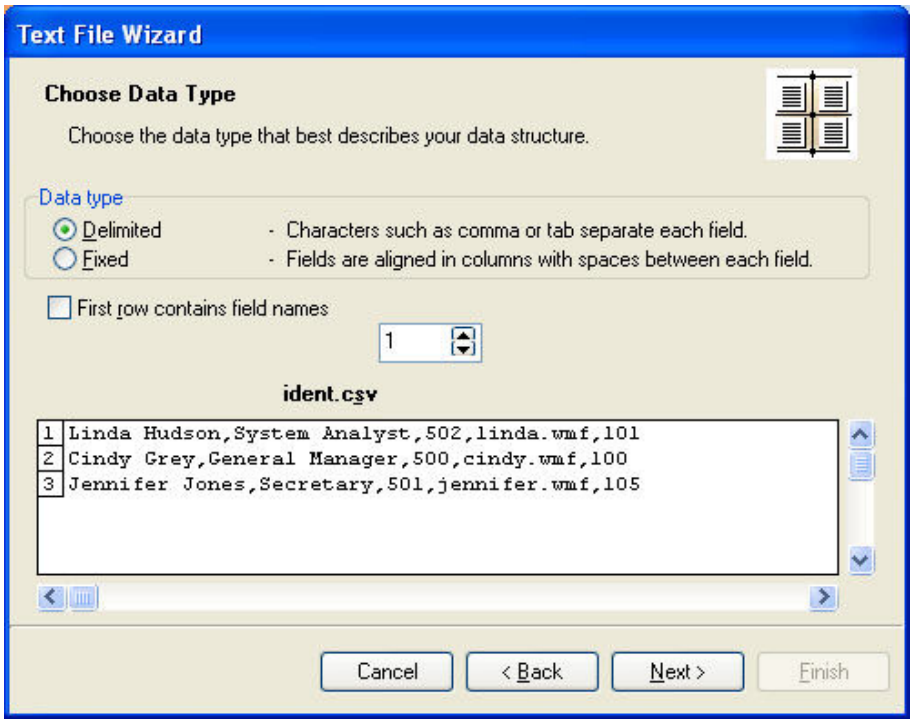
Text File Wizard

When the input database file is a plain ASCII text file or formatted CSV (Comma Separated Values), **Text File Wizard** will be started within Database Wizard and it will guide you through quick and easy steps of text data acquire. The main difference between real database and text file is in their data structure information. Databases include the whole information about their fields (names, data format, length) and can be automatically used with the application. Text files, on the other hand, do not have stored such information and you will have to instruct the application how the data is encoded.

When Text File Wizard finishes, it will return control back to Database Wizard, that will guide the rest of the way.

Choosing Data Type

Before you can use text file, you will have to define its data structure. Fields can be delimited by some sort of a separator (tab, semicolon, comma or some entirely user-defined separator) or can be of a fixed length.


Text File Wizard
Choose Data Type
Choose the data type that best describes your data structure.
Data type
Delimited - Characters such as comma or tab separate each field.
Fixed - Fields are aligned in columns with spaces between each field.
First row contains field names
1
ident.csv
1 Linda Hudson,System Analyst,502,linda.wmf,101
2 Cindy Grey,General Manager,500,cindy.wmf,100
3 Jennifer Jones,Secretary,501,jennifer.wmf,105
Cancel
< Back
Next >
Finish

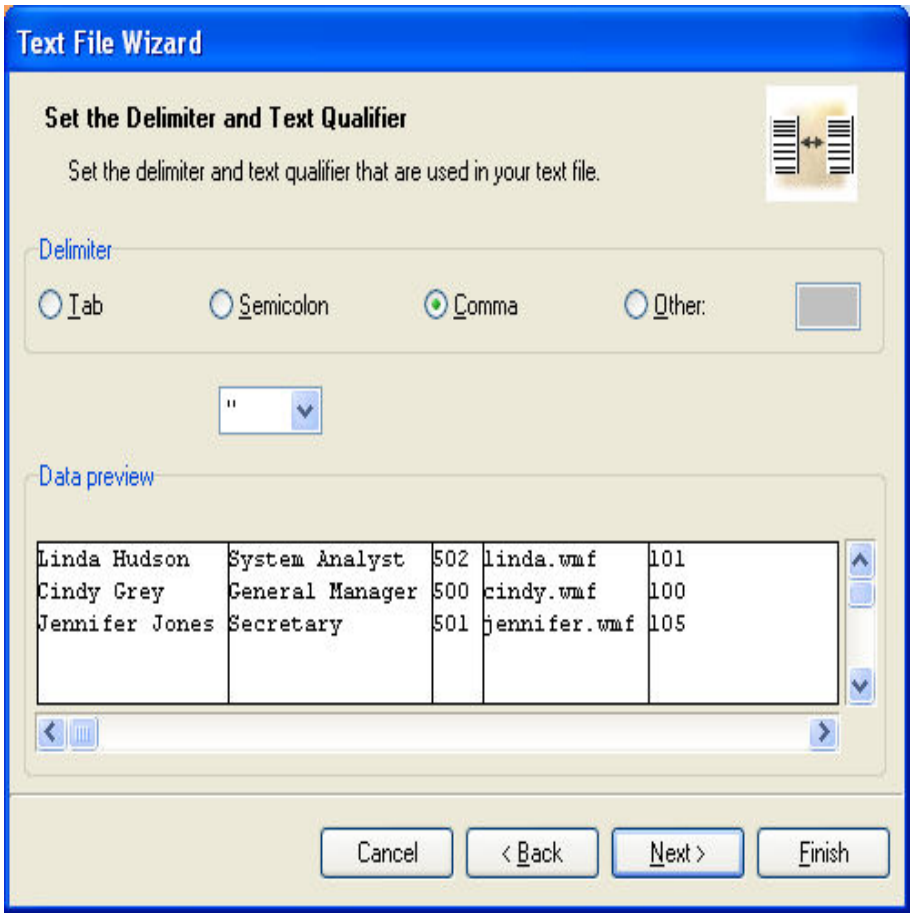
Database Wizard –Choosing Data Type

Choose **Delimited**, if you know that data fields are separated with some special character. File preview at the bottom of the dialog box can be helpful, if you do not know exactly how the data is organized.

Choose **Fixed** if you know, that your data fields always occupy the same number of characters.

Start import at row option is useful, when you do not want to import some rows at the top of the file. Most usual situation, when you would want to use this option is when text file contains some header on top of actual data fields.

Setting the Fields

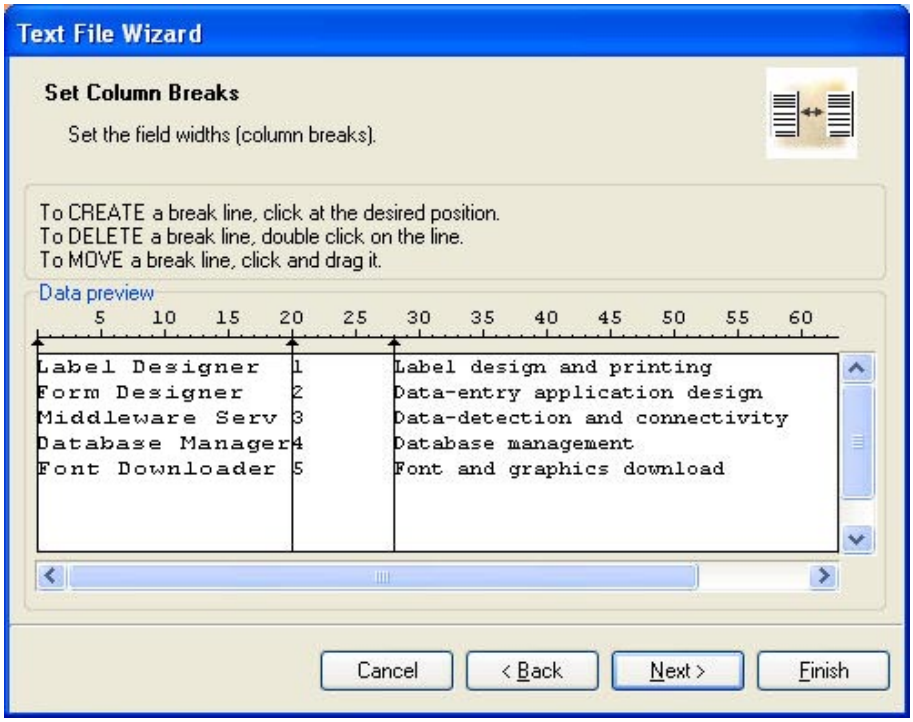


Database Wizard –Setting separator and delimiter

In the second step of the Text File Wizard you have to set the fields in the text file. If you have selected **Delimited** in the previous step, choose the appropriate separator here. The ones that are usually used with text files are already pre-defined. But if you require some other, there is an option to use a custom-defined one.

You can also select the Delimiter character that is used when separator character is used in the text field itself. The delimiter should be used to enclose such field. Text between two delimiter characters is treated as one field although it contains the field separator character.

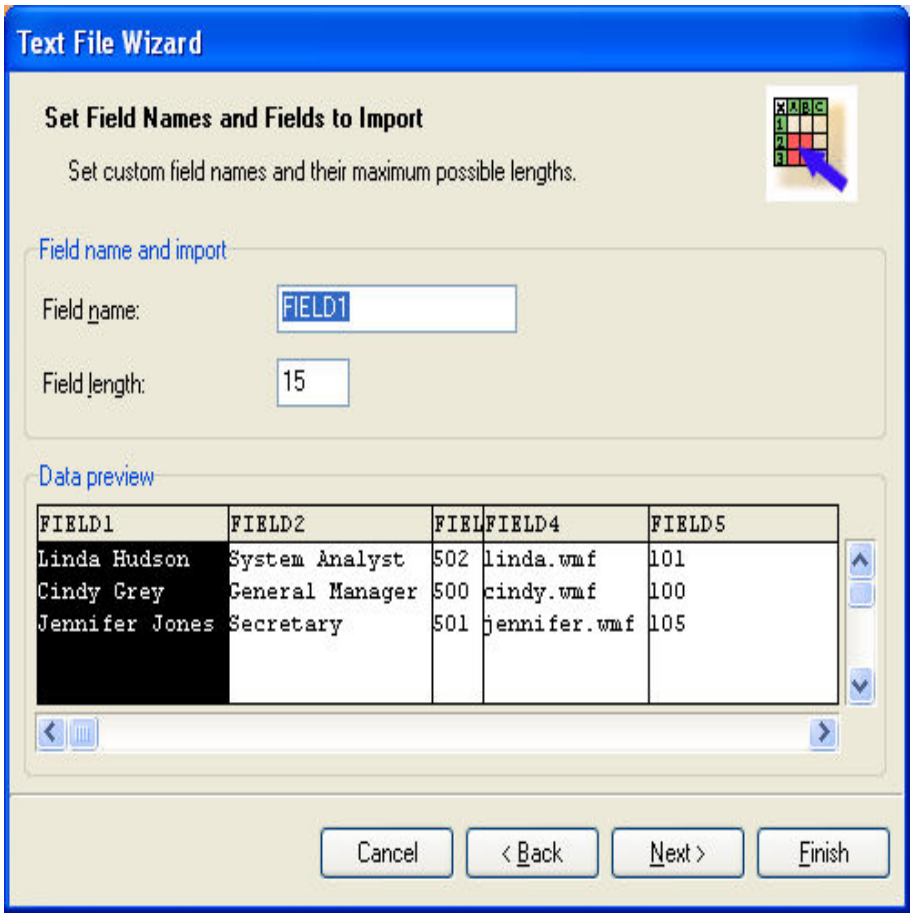
The data preview in the bottom part of the dialog box will let you know if your choice of a separator character is a correct one. Fields will be separated with vertical lines, if a separator is valid.


Text File Wizard
Set Column Breaks
Set the field widths (column breaks).
To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.
Data preview
5 10 15 20 25 30 35 40 45 50 55 60
Label Designer 1 Label design and printing
Form Designer 2 Data-entry application design
Middleware Serv 3 Data-detection and connectivity
Database Manager 4 Database management
Font Downloader 5 Font and graphics download
Cancel
< Back
Next >
Finish

Database Wizard –Setting column breaks

If you have selected that your data is formatted with fixed widths, the second step of the Wizard will be slightly different. Instead of selecting character for field separation, you will have to define field widths. The Wizard makes is as simple as possible. Use a mouse and draw a vertical line to the start positions of the fields. Lines will indicate where the new field starts.

Formatting the Fields



Database Wizard –Formatting the fields

In this step of the Wizard you can review the fields' names and lengths and modify them, if necessary. You will probably use more friendly field names, so you can distinguish between them more easily.

When you are finished with Text File Wizard, the structure information of the used text file is stored to a separate file with a extension of .SCH (Scheme File). If you will try to use the same text file some other time on a different label, you will be spared all efforts of structure creating. SCH file will be automatically used and Text File Wizard will be skipped entirely.

Available Date Formats

The date fields can be printed in various formats. In this field you define, how the date will look. You can select some of the predefined date formats or enter you own. When defining the formats, the following notation is used:

D	**Number of the day in a month. Can occupy one or two characters.**
DD	**Number of the day in a month. Always occupies two characters. (leading zeros will be added as necessary).**
M	**M is number of the month. Can occupy one or two characters.**
MM	**MM is number of the month. Always occupies two characters.**
YY or YYYY	**The year as 2 or 4 digits number.**

DDD	**Abbreviation of the day of week name.**
DDDD	**The full day of week name.**
MMMM	**The full name of the month.**
MMM	**The abbreviation of the name of month.**
J	**The number of days since 1. January. Can occupy from one to three characters.**
JJJ	**The number of days since 1. January. Always occupies three characters.**
W	**The week number in current year. Can occupy one or two characters.**
WW	**The week number in current year. Always occupies two characters.**
	Any other sequence of characters will be displayed unchanged. This way you can insert dots, commas and other characters needed to properly write the date.

The examples:

Format	How the date will look
D/M/YYYY	**10/3/2005**
DD/MM/YY	**10/03/05**
DDDD, D. MMMM YYYY	**Thursday, 10. March 2005**
JJJWWYYYY	**069102005**

Available Time Formats

The time can be printed in various formats. In this field you define, how the time will look. You can select some of the predefined time formats or enter you own. When defining the formats, the following notation is used:

h	**Hours in 12-hour format (AM/PM will be added if they follow the time). Can occupy one or two characters.**
hh	**Hours in 12-hour format (AM/PM will be added if they follow the time). Always occupies two characters. (leading zeros will be added as necessary).**
H	**Hours in 24-hour format. Can occupy one or two characters.**
HH	**Hours in 24-hour format. Always occupies two characters.**
mm	**Used for minutes.**
ss	**Used for seconds.**

The examples:

Format	How the time will look
h:mm {AM/PM}	**8:25PM**
H:mm	**20:25**
hh:mm:ss	**08:25:36**

Using Contents Mask

Contents mask is very useful when you must display the input data differently on the label. With contents mask you can simply reformat the data to suit your needs.

For example, you must use differently formatted human interpretation text below barcode than the data is formatted in the barcode. You do not want to define two variables for this purpose and enter the similar data twice.

The mask character will be replaced by the actual data and any other used character will be used as-is. If the current barcode value is

"AD951"

and the contents mask is

"**C - ** /*/"

the resulting output will be

"ADC - 95 /1/"

Powerful formatting structures can be defined using Contents mask, but it is only available with barcodes that allow custom formatting of the human interpretation. You should also make sure to print barcodes as graphics, otherwise the contents mask is not available.

Note: If your data contains the asterisk "*" character, then you will have to change the default mask character to something else. It should be a unique value, not appearing anywhere in the data.

The contents mask functionality is available with Text and Barcode objects.

Work with Visual Basic Expressions

Visual Basic expressions allows you to manipulate the data values on the label. Input to Visual Basic can be fixed values or variable fields from the label. The output is always a data value that is used as content for the current object.

The expression is a one-line Visual Basic script. You can use up to 100 characters for your expression.

Note: The multi-line commands like "if..then..else.." cannot be used with the Visual Basic expression. You can use one-line expressions.

A Visual Basic expression must follow the Visual Basic script programming syntax. For more information on how to write your expressions, refer to the Microsoft help on Visual Basic scripting. Click on the button 'VB Script Help' in VB script step in the Text or Barcode wizard to open the Microsoft help.

Some common samples of Visual Basic expressions:

Visual Basic Expression	The result	Comment
1 + 4 * 20	81	Numeric calculation
"#" + LEFT ("1234567890",5)	#12345	Working with string functions
[MyField1] + "-"	The values from	Concatenating

+ [MyField2]	**variable fields MyField1 and MyField2 are merged together.**	**string values**

Using Expression Editor

The labeling software has a simple text built-in editor. You can use it to design your own simple Visual Basic scripts.

The Expression editor is a programming text editor with constant access to command reference of the script language you are currently using.

The Expression editor lets you edit your scripts and expressions with ease. The **Load** and **Save** buttons allow you to import / export Visual Basic scripts from / to external text files. The editor uses standard shortcuts for positioning of the cursor and working with text files. Standard Search and Replace shortcuts (Ctrl + F, Ctrl + R) are also available.

The working window is divided into four parts.

Category	**This section contains the groups of available commands, functions, and operators. Similar objects have been grouped together for easier identification and faster search.** **The groups are displayed as a tree-view. Select the main group name to display all its contents into the Name section. Or you can click the plus sign in front of the group name (if available) to display all defined sub-groups. Then select the sub-group name to display only its contents.**
Name	**This section will display the contents of the selected group in the Category section. All available commands, functions, operators etc. will be listed here. If you select one of them, its properties will be displayed in the Description section. If you want to insert the selected operands into the Expression field, double click its name or click the Insert button.**
Expression	**This section is the main workplace of the Expression editor. Use it to write and modify the script you are working on.**
Description	**This section displays the name, sample use and description of the currently selected operand in the Name section.** **You will get an idea of how the current operand should be used.**

Language Help: The button will open the help file with the detailed reference of the Visual Basic script.

Printing and Previewing Labels

Previewing Pictures

When you place a picture on the label, in design mode it is always shown in color-depth as defined in the picture.

However, when previewing the labels on-screen, the preview of the pictures depends on the dithering option set in the printer driver. All color pictures (except WMF and EMF files) are converted to monochrome images. The illusion of colors and shades of grey is accomplished by varying the pattern of dots. More dots close together will provide darker shade of grey.

The preview of the label will show pictures in the same way as they will be printed accordingly to the dithering setting. More accurate print preview is guaranteed this way.

If the picture is not previewed as you would like to print it, change the dithering setting in the printer driver.

Preview and Print a Label

If you want to print a label, you can use the print preview to simulate a print output. The label preview shows the label on the screen.

Simulate printing 10 labels on the screen to check label layout and printing procedure.

1. Click on

icon in the **Standard toolbar** or select the command **Print** in the File menu. The Print dialog box appears.
2. Enter 10 for Label Quantity and click on the **Preview** button. The software will close the dialog box and simulate the production for 10 labels on the screen.

Note: You can select between the quantity of the labels and the quantity of the pages. The page can have one or more labels and the labels are arranged on the page in columns and rows. If you have eight labels on the page, the quantity of ten pages will print 80 labels.

When you are certain that the labels will be printed correctly and the preview shows the correct values, you can proceed to real printing. To actually print the labels, do the following:

1. Click on

icon in the **Standard toolbar**. The Print dialog box appears.
2. Enter 10 for the Label Quantity and click on the **Print** button. Your printer will now print 10 labels.

Optimize the Printing Speed

There are many factors that affect the printing speed. By following the guidelines below you can dramatically increase the speed of printing:

- If your printer supports parallel and serial port, use the parallel port. Computer can send data to printer over parallel port much faster than over serial port.
- Use printer's internal fonts instead of Windows' true-type fonts. True-type fonts must be sent to printer as graphics and therefore the size of data sent to printer is much bigger (couple of kilobytes). When using internal fonts, only the text is sent to printer (couple of bytes).
- Avoid use of graphics on labels.
- When using barcodes, make sure that you don't print barcodes as graphics, if your printer supports printing barcodes.
- When using counters, the printer will internally increment the numbers if the internal fonts are used. (if supported by the printer) This means, that the printer will only receive the first number of object, and will later increment this number to print other labels. Using this option also reduces the amount of data transferred between computer and printer, but the difference is noticeable only with high quantity of labels.
- Set the printing speed to a higher value (if your printer supports it). Note that setting the printing speed usually affects the quality of printing. The higher the speed, the lower the quality. You will have to find an acceptable compromise for this.
- Don't print too much data on labels. If the speed of printing is an important factor, you should consider using preprinted labels, and only print the data, that is different on each label.

Technical Support

Online Support

You can find the latest builds, updates, workarounds for problems and Frequently Asked Questions (FAQ) on the product web site.

For more information please refer to:

- Knowledge base: http://kb.nicelabel.com
- NiceLabel Support: http://www.nicelabel.com/support
- NiceLabel Tutorials: www.nicelabel.com/Learning-center/Tutorials
- NiceLabel Forums: forums.nicelabel.com